

# Custom Layouts

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## 2002-2003 Custom Record Layouts

Schools, Servicers and Software developers that program their own Pell Processing system will use the Custom Record Layouts (or Legacy Record Layouts). Phase In Participants will notice minimal changes in the legacy record layouts. Details of the changes are also listed in the 2002-2003 Implementation Section.

### ***SAIG Transmission***

- SAIG Transmission Header Record Description
- SAIG Transmission Batch Header Record Description
- SAIG Transmission Batch Trailer Record
- SAIG Transmission Trailer Record

### ***Creating an Origination Record and Receiving Acknowledgement***

- Grant Batch Header Record Description
- Grant Batch Trailer Record Description
- Origination Record Description
- Origination Acknowledgement Record Description

### ***Batch Reject Reasons***

- Origination and Disbursement Record Batch Reject Reasons
- Disbursement Record Batch Reject Reasons
- Data Request Record Batch Reject Reasons

### ***Creating a Disbursement Record and Receiving Acknowledgement***

- Disbursement Record Description
- Disbursement Acknowledgement Record Description

### ***Receiving and Processing ESOAs***

- ESOA Record Description (Summary)
- ESOA Record Description (Detail)

### ***Printing the ESOA***

- 2002-2003 ESOA Print Format
- ESOA Printing Guidelines
- Institution Data Records and Acknowledgements
- Institution Data Record Description
- Institution Data Acknowledgement Record Description

### ***Electronic Data Requests***

- Data Requests: Multiple Reporting, Reconciliation, SOA, YTD Record Description
- Data Request Acknowledgements Record Description
- Multiple Reporting Record Description
- Reconciliation File Record Description
- Year-to-Date Record (Origination) Description
- Year-to-Date Record (Disbursement) Description
- Year-to-Date Record (Summary) Description

### ***Importing Data to Populate Databases***

- External Origination Add/Change Record Description
- External Disbursement Add/Change Record Description

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# SAIG Transmission Records

What's included:

- SAIG Transmission Header Record Description
- SAIG Transmission Batch Header Record Description
- SAIG Transmission Batch Trailer Record
- SAIG Transmission Trailer Record

**Note:** The Title IV Wide Area Network (TIVWAN) has been renamed to the Student Aid Internet Gateway (SAIG).

Categories for the record layouts are as follows:

- **Start** – First position of the field.
- **End** – Last position of the field.
- **Length** – Sum of the positions assigned to a field.
- **Type** – Alpha (A) or Numeric (N) character that indicates the required value for the field.
- **Field Name** – General term that acknowledges the field.
- **Description** – Explanation that gives clear purpose of the use of the field.
- **Valid Values** – Predefined content that satisfies processing requirements to be used in the field. A “blank” listed as a valid value also indicates that the data element is not a required field. Elements other than those described will be rejected by the software.
- **Processing Notes/Edits** – Comments related to the process that merit attention.

## SAIG Transmission Header Record

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                  | Description   | Valid Values      | Processing Notes/Edits |
|-----------------|------|------------------------|------|-----------------------------|---|-------------------|------------------------|
| First           | Last |                        |      |                             |   |                   |                        |
| 1               | 5    | 5                      | A/N  | SAIG Transmission Header ID | Literal value for Header ID   | Constant: "O*N01" |                        |
| 6               | 53   | 48                     | A    | Unused                      | Reserved for future use   | Constant spaces   |                        |
| 54              | 55   | 2                      | A/N  | Header Indicator            | SAIG Transmission Header Indicator  | Constant: "73"    |                        |
|                 |      | XX                     | A    | Unused                      | Length extended to make the transmission records match the Message Class record length. | Constant spaces   |                        |
|                 |      | ≥80                    |      | <b>Total Record Length</b>  |   |                   |                        |

Type = A (Alphanumeric)

= N (Numeric)

= D (Date)

## SAIG Transmission Batch Header Record

| Field Positions |      | Length<br>(# of<br>Bytes) | Type | Field<br>Name                           | Description  | Valid Values   | Processing<br>Notes/Edits |
|-----------------|------|---------------------------|------|---|--|--|---------------------------|
| First           | Last |                           |      |   |  |  |                           |
| 1               | 5    | 5                         | A/N  | SAIG Batch Header Identification Number | SAIG Batch Header ID   | Constant: "O*N05"  |                           |
| 6               | 12   | 7                         | A/N  | Header Destination Number               | SAIG Destination Mailbox ID                                  | 'TGXXXXX' where 'XXXXX' is a five-digit number assigned to Destination   |                           |
| 13              | 19   | 7                         | A    | Unused                                  | Reserved for future use                                      | Constant spaces  |                           |
| 20              | 24   | 5                         | A/N  | Header Class Label                      | Text used to identify that the next field is a Message Class | Constant: ",CLS = "  |                           |
| 25              | 32   | 8                         | A/N  | Header Message Class                    | Valid Message Class  | Format = XXXXYY[IN/OP]<br>where:<br>XXXX = Literal for rec type<br>YY = last year in cycle = '03' for 2002-2003<br>IN = for records IN to Pell<br>OP = for records OUT of Pell |                           |
| 33              | 36   | 4                         | A/N  | Header XXX Label                        |  | Constant: ",XXX"   |                           |
| 37              | 41   | 5                         | A/N  | Header Batch label                      | Text used to identify the next field is a Batch ID           | Constant: ",BAT = "  |                           |
| 42              | 58   | 17                        | A/N  | Header Batch ID                         | 17-digit character batch ID. If not used, set to all zeros.  | Batch ID:<br>"00000000000000000"<br>0"   |                           |

## SAIG Transmission Batch Header Record (Continued)

| Field Positions |      | Length<br>(# of<br>Bytes) | Type | Field Name                     | Description  | Valid Values           | Processing<br>Notes/Edits |
|-----------------|------|---------------------------|------|--------------------------------|--|------------------------|---------------------------|
| First           | Last |                           |      |                                |  |                        |                           |
| 59              | 64   | 6                         | A/N  | Header NCNT<br>Label           | Text used to identify the next<br>field is the number of<br>records included in this<br>batch.   | Constant:<br>“,NCT = ” |                           |
| 65              | 70   | 6                         | N    | Header NCNT                    | Number of records included<br>in this batch  | “000000”               |                           |
|                 |      | XX                        | A    | Unused                         | Length extended to make the<br>transmission records match<br>the Message Class record<br>length. | Constant spaces        |                           |
|                 |      | ≥80                       |      | <b>Total Record<br/>Length</b> |  |                        |                           |

## SAIG Transmission Batch Trailer Record

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                               | Description  | Valid Values   | Processing Notes/Edits |
|-----------------|------|------------------------|------|--|--|--|------------------------|
| First           | Last |                        |      |  |  |  |                        |
| 1               | 5    | 5                      | A/N  | SAIG Batch Trailer Identification Number | Record Identifier  | Constant: "O*N95"  |                        |
| 6               | 12   | 7                      | A/N  | Trailer Destination Number               | SAIG Destination Mailbox ID                                  | 'TGXXXXXX' where 'XXXXXX' is a five-digit number assigned to Destination   |                        |
| 13              | 19   | 7                      | A    | Unused                                   | Reserved for future use                                      | Constant spaces  |                        |
| 20              | 24   | 5                      | A/N  | Trailer Class Label                      | Text used to identify that the next field is a Message Class | Constant: ",CLS = "  |                        |
| 25              | 32   | 8                      | A/N  | Trailer Message Class                    | Valid Message Class  | Format = XXXXYY[IN/OP]<br>where:<br>XXXX = Literal for rec type<br>YY = last year in cycle = '03' for 2002-2003<br>IN = for records IN to Pell<br>OP = for records OUT of Pell |                        |
| 33              | 36   | 4                      | A/N  | Trailer XXX Label                        |  | Constant: ",XXX"   |                        |



## SAIG Transmission Batch Trailer Record (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                 | Description   | Valid Values                      | Processing Notes/Edits |
|-----------------|------|------------------------|------|----------------------------|---|-----------------------------------|------------------------|
| First           | Last |                        |      |                            |   |                                   |                        |
| 37              | 41   | 5                      | A/N  | Trailer Batch Label        | Text Used to identify the next field is a Batch ID                                      | Constant: “,BAT = ”               |                        |
| 42              | 58   | 17                     | A/N  | Trailer Batch ID           | 17-digit character batch ID. If not used set to all zeros                               | Batch ID = “00000000000000000000” |                        |
| 59              | 64   | 6                      | A/N  | Trailer NCNT Label         | Text used to identify the next field is the number of records included in this batch.   | Constant: “,NCT = ”               |                        |
| 65              | 70   | 6                      | N    | Trailer NCNT               | Number of records included in this batch  | “000000”                          |                        |
|                 |      | XX                     | A    | Unused                     | Length extended to make the transmission records match the Message Class record length. | Constant spaces                   |                        |
|                 |      | ≥80                    |      | <b>Total Record Length</b> |   |                                   |                        |

## SAIG Transmission Trailer Record

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                   | Description   | Valid Values      | Processing Notes/Edits |
|-----------------|------|------------------------|------|------------------------------|---|-------------------|------------------------|
| First           | Last |                        |      |                              |   |                   |                        |
| 1               | 5    | 5                      | A/N  | SAIG Transmission Trailer ID | Literal value for Trailer ID  | Constant: "O*N99" |                        |
| 6               | 53   | 48                     | A    | Unused                       | Reserved for future use   | Constant spaces   |                        |
| 54              | 55   | 2                      | A/N  | Header Indicator             | WAN Transmission Trailer Indicator  | Constant: "73"    |                        |
|                 |      | XX                     | A    | Unused                       | Length extended to make the transmission records match the Message Class record length. | Constant spaces   |                        |
|                 |      | 80                     |      | <b>Total Record Length</b>   |   |                   |                        |

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# Creating an Origination Record and Receiving Acknowledgement

What's included:

- Grant Batch Header Record Description
- Grant Batch Trailer Record Description
- Origination Record Description
- Origination Acknowledgement Record

Categories for the record layouts are as follows:

- **Start** – First position of the field.
- **End** – Last position of the field.
- **Length** – Sum of the positions assigned to a field.
- **Type** – Alpha (A) or Numeric (N) character that indicates the required value for the field.
- **Field Name** – General term that acknowledges the field.
- **Description** – Explanation that gives clear purpose of the use of the field.
- **Valid Values** – Predefined content that satisfies processing requirements to be used in the field. A “blank” listed as a valid value also indicates that the data element is not a required field. Elements other than those described will be rejected by the software.
- **Processing Notes/Edits** – Comments related to the process that merit attention.

## Grant Batch Header Record

| Field Positions |      | Length<br>(# of<br>Bytes) | Type | Field Name         | Description   | Valid Values  | Processing Notes/Edits  |
|-----------------|------|---------------------------|------|--------------------|---|---|---|
| First           | Last |                           |      |                    |   |   |   |
| 1               | 10   | 10                        | A    | Header Identifier  | Identify Header record in file.<br>Left Justified                                     | <i>This field is required.</i><br>Constant: 'GRANT HDR'   |   |
| 11              | 14   | 4                         | N    | Data Record Length | Length of data records included in this batch   | <i>This field is required.</i><br>Must be numeric: 0001 to 9999   |   |
| 15              | 40   | 26                        | A    | Batch ID           | Number generated by the institution to uniquely identify a specific batch of records. | <i>This field is required.</i><br>Format =<br>XXCCYY999999C<br>CYYMMDDHHMMSS<br>Where:<br>XX = batch type code (alpha)<br>CCYY = last year in cycle: '2003'<br>999999 = Reporting PELL ID<br>CYYMMDD = date batch created<br>HHMMSS = time batch created. | Valid Batch Type codes:<br>#A = Statement of Account<br>#C = Reconciliation<br>#D = Disbursements<br>#G = System Generated<br>#I = Institution Data from the web<br>#M = Multiple Reporting<br>#O = Originations<br>#P = Origination acknowledgement from the web<br>#R = Data Request<br>#T = ASCII Text<br>#W = Disbursement Acknowledgements from the web<br>#Y = Year-to-Date |

## Grant Batch Header Record (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name        | Description  | Valid Values   | Processing Notes/Edits                        |
|-----------------|------|------------------------|------|-------------------|--|--|---|
| First           | Last |                        |      |                   |  |  |   |
| 41              | 48   | 8                      | A/N  | OPE ID            | The OPE ID number assigned to the reporting institution  | Valid OPE ID number or blank.                              |   |
| 49              | 58   | 10                     | A/N  | Software Provider | For non-Express software provide an identifier to indicate the software provider and version number if applicable. | This field is required. Software provider defined or blank |   |
| 59              | 62   | 4                      | A    | Unused            | Reserved for future expansion  | Constant spaces  |   |
| 63              | 63   | 1                      | A    | ED Use            | ED Use Only – do not use   | Constant Spaces  | Media Type = Y for Year-to-Date               |
| 64              | 68   | 5                      | A/N  | ED Use            | ED Use Only – do not use   | Constant spaces  | ED Express PC software version number         |
| 69              | 76   | 8                      | N    | Process Date      | Date the corresponding batch was processed   | Format = CCYYMMDD  | Completed as a result of processing the batch |

## Grant Batch Header Record (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                 | Description   | Valid Values  | Processing Notes/Edits |
|-----------------|------|------------------------|------|----------------------------|---|---|------------------------|
| First           | Last |                        |      |                            |   |   |                        |
| 77              | 100  | 24                     | N    | Batch Reject Reasons       | List of up to eight 3-digit batch reject reason codes which occurred during initial editing of the batch. Only reject reason codes hit will display in this field. Otherwise, this space will be zero filled. | Reject Reasons format = 000 to 999<br>Position 77 to 79 = 1st reject reason code<br>Position 80 to 82 = 2nd reject reason code<br>Position 83 to 85 = 3rd reject reason code<br>Position 86 to 88 = 4th reject reason code<br>Position 89 to 91 = 5th reject reason code<br>Position 92 to 94 = 6th reject reason code<br>Position 95 to 97 = 7th reject reason code<br>Position 98 to 100 = 8th reject reason code |                        |
|                 |      | XX                     | A    | Unused                     | Length extended to make the header record the same length as the detail records which follow.   | Constant spaces   |                        |
|                 |      | ≥100                   |      | <b>Total Record Length</b> |   |   |                        |

## Grant Batch Trailer Record

| Field Positions |      | Length<br>(# of<br>Bytes) | Type | Field Name                 | Description   | Valid Values  | Processing Notes/Edits |
|-----------------|------|---------------------------|------|----------------------------|---|---|------------------------|
| First           | Last |                           |      |                            |   |   |                        |
| 1               | 10   | 10                        | A    | Trailer Identifier         | Identify Trailer record in file.  | <i>This field is required.</i><br>Constant: 'GRANT TLR '  |                        |
| 11              | 14   | 4                         | N    | Data Record Length         | Length of data records included in this batch   | <i>This field is required.</i><br>Must be numeric:<br>0001 to 9999  |                        |
| 15              | 40   | 26                        | A    | Batch ID                   | Number generated by the institution to uniquely identify a specific batch of records. | <i>This field is required.</i><br>Format =<br>XXCCYY999999C<br>CCYYMMDDHHMMSS<br>Where:<br>XX = batch type code (alpha)<br>CCYY = last year in cycle = '2003'<br>999999 = Reporting PELL ID<br>CCYYMMDD = date batch created<br>HHMMSS = time batch created |                        |
| 41              | 46   | 6                         | N    | Reported Number of Records | Number of data records included in the batch.   | <i>This field is required.</i><br>Must be numeric:<br>000000 to 999999  |                        |

## Grant Batch Trailer Record (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                                  | Description   | Valid Values  | Processing Notes/Edits |
|-----------------|------|------------------------|------|---|---|---|------------------------|
| First           | Last |                        |      |   |   |   |                        |
| 47              | 57   | 11                     | N    | Reported Total of Batch                     | Total Origination Award Amount or Disbursement amount reported on Origination or Disbursement batches. For all other types of batches this amount will be constant 0. | <i>This field is required.</i><br>Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point. For ESOA is constant 0. 00000000000 to 99999999999 |                        |
| 58              | 58   | 1                      | A    | Reported Total Sign Indicator               | Positive or negative sign for total amount reported.  | <i>This field is required.</i><br>P = Positive<br>N = Negative<br>For ESOA is constant P.   |                        |
| 59              | 64   | 6                      | N    | Accepted and Corrected Number of Records    | ED USE ONLY - Number of data records accepted and corrected by the Pell Processor.  | 000000 to 999999  |                        |
| 65              | 75   | 11                     | N    | Accepted and Corrected Total of Batch       | ED USE ONLY - Total Award or Disbursement amount accepted and corrected on batch.   | Dollars and cents. Use leading zeros, do not include the \$ sign or decimal point. 00000000000 to 99999999999   |                        |
| 76              | 76   | 1                      | A    | Accepted and Corrected Total Sign Indicator | ED USE ONLY - Positive or negative sign for total amount accepted.  | P = Positive<br>N = Negative  |                        |



## Grant Batch Trailer Record (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                  | Description   | Valid Values     | Processing Notes/Edits |
|-----------------|------|------------------------|------|-----------------------------|---|------------------|------------------------|
| First           | Last |                        |      |                             |   |                  |                        |
| 77              | 82   | 6                      | N    | Number of Duplicate Records | ED USE ONLY- Number of data records that duplicate a previously accepted Origination or Disbursement record. For all other types of batches this field is all zeroes. | 000000 to 999999 |                        |
| 83              | 100  | 18                     | A    | Unused                      | Reserved for future expansion   | Constant spaces  |                        |
|                 |      | XX                     | A    | Unused                      | Length extended to make the trailer record the same length as the detail records.   | Constant spaces  |                        |
|                 |      | ≥100                   |      | <b>Total Record Length</b>  |   |                  |                        |

## Origination Record

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name              | Description  | Valid Values   | Processing Notes/Edits |
|-----------------|------|------------------------|------|-------------------------|--|--|------------------------|
| First           | Last |                        |      |                         |  |  |                        |
| 1               | 23   | 23                     | A/N  | Origination ID          | Unique number used to identify an origination.   | <i>This field is required.</i><br>Format = 999999999XX20039999900<br>Where:<br>SSN = 001010001 to 999999999<br>Name Code = XX<br>Year Indicator = 2003<br>Valid Attended PELL ID = 999999<br>Orig Sequence Number = 00 |                        |
| 24              | 32   | 9                      | N    | Original SSN            | Student's SSN from original FAFSA.   | <i>This field is required.</i><br>001010001 to 999999999   |                        |
| 33              | 34   | 2                      | A    | Original Name Code      | Student's name code from original FAFSA.   | <i>This field is required.</i><br>Uppercase A to Z;<br>, (period);<br>' (apostrophe);<br>- (dash);<br>Blank = no last name   |                        |
| 35              | 40   | 6                      | N    | Attended Campus PELL-ID | PELL-ID of attended campus. Change creates new origination record. Institution must change award amounts for student at original attended campus as necessary. | <i>This field is required.</i><br>Valid PELL-ID  |                        |
| 41              | 45   | 5                      | A/N  | Unused                  | Reserved for expansion.  | Constant spaces  |                        |

## Origination Record (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                          | Description   | Valid Values  | Processing Notes/Edits   |
|-----------------|------|------------------------|------|-------------------------------------|---|---|--|
| First           | Last |                        |      |                                     |   |   |  |
| 46              | 58   | 13                     | A/N  | Origination Cross-Reference         | This field can contain any cross-reference information useful to the institution to identify student records internally.                        | Institution defined   |  |
| 59              | 59   | 1                      | A    | Action Code                         | Code to indicate action to be taken.  | Will always be BLANK  |  |
| 60              | 60   | 1                      | A    | Unused                              | Reserved for expansion  | Constant spaces   |  |
| 61              | 67   | 7                      | N    | Award Amount for Entire School Year | Must equal the award amount calculated by the institution to be disbursed to this student for attendance for this entire Pell Grant award year. | <i>This field is required.</i> Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point. Range = 0000000 to AWARD AMOUNT MAXIMUM | Cannot exceed Total Payment Ceiling - See Pell Grant Calculations Appendix. You must report increases to the Award amount for the entire school year. If any of the origination data used in the award calculation changes, the Award amount must be re-edited to ensure it does not exceed Total Payment Ceiling. |
| 68              | 75   | 8                      | N    | Estimated Disbursement Date #1      | Date 1st disbursement to student is estimated to be made.   | <i>This field is required.</i> CCYYMMDD = Range = N days prior to DISBURSEMENT START DATE (20020701) to DISBURSEMENT END DATE (20080930).                 |  |

## Origination Record (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                     | Description   | Valid Values   | Processing Notes/Edits |
|-----------------|------|------------------------|------|--------------------------------|---|--|------------------------|
| First           | Last |                        |      |                                |   |  |                        |
| 76              | 83   | 8                      | N    | Estimated Disbursement Date #2 | Date 2nd disbursement to student is estimated to be made. | CCYYMMDD = Range = [see field position 68 in this record] or BLANK |                        |
| 84              | 91   | 8                      | N    | Estimated Disbursement Date #3 | Date 3rd disbursement to student is estimated to be made. | CCYYMMDD = Range = [see field position 68 in this record] or BLANK |                        |
| 92              | 99   | 8                      | N    | Estimated Disbursement Date #4 | Date 4th disbursement to student is estimated to be made. | CCYYMMDD = Range = [see field position 68 in this record] or BLANK |                        |
| 100             | 107  | 8                      | N    | Estimated Disbursement Date #5 | Date 5th disbursement to student is estimated to be made. | CCYYMMDD = Range = [see field position 68 in this record] or BLANK |                        |
| 108             | 115  | 8                      | N    | Estimated Disbursement Date #6 | Date 6th disbursement to student is estimated to be made. | CCYYMMDD = Range = [see field position 68 in this record] or BLANK |                        |
| 116             | 123  | 8                      | N    | Estimated Disbursement Date #7 | Date 7th disbursement to student is estimated to be made. | CCYYMMDD = Range = [see field position 68 in this record] or BLANK |                        |

## Origination Record (Continued)

| Field Positions |      | Length<br>(# of<br>Bytes) | Type | Field Name                      | Description  | Valid Values   | Processing Notes/Edits |
|-----------------|------|---------------------------|------|---------------------------------|--|--|------------------------|
| First           | Last |                           |      |                                 |  |  |                        |
| 124             | 131  | 8                         | N    | Estimated Disbursement Date #8  | Date 8th disbursement to student is estimated to be made.  | CCYYMMDD = Range = [see field position 68 in this record] or BLANK |                        |
| 132             | 139  | 8                         | N    | Estimated Disbursement Date #9  | Date 9th disbursement to student is estimated to be made.  | CCYYMMDD = Range = [see field position 68 in this record] or BLANK |                        |
| 140             | 147  | 8                         | N    | Estimated Disbursement Date #10 | Date 10th disbursement to student is estimated to be made. | CCYYMMDD = Range = [see field position 68 in this record] or BLANK |                        |
| 148             | 155  | 8                         | N    | Estimated Disbursement Date #11 | Date 11th disbursement to student is estimated to be made. | CCYYMMDD = Range = [see field position 68 in this record] or BLANK |                        |
| 156             | 163  | 8                         | N    | Estimated Disbursement Date #12 | Date 12th disbursement to student is estimated to be made. | CCYYMMDD = Range = [see field position 68 in this record] or BLANK |                        |
| 164             | 171  | 8                         | N    | Estimated Disbursement Date #13 | Date 13th disbursement to student is estimated to be made. | CCYYMMDD = Range = [see field position 68 in this record] or BLANK |                        |
| 172             | 179  | 8                         | N    | Estimated Disbursement Date #14 | Date 14th disbursement to student is estimated to be made. | CCYYMMDD = Range = [see field position 68 in this record] or BLANK |                        |

## Origination Record (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                      | Description  | Valid Values  | Processing Notes/Edits |
|-----------------|------|------------------------|------|---------------------------------|--|---|------------------------|
| First           | Last |                        |      |                                 |  |   |                        |
| 180             | 187  | 8                      | N    | Estimated Disbursement Date #15 | Date 15th disbursement to student is estimated to be made.   | CCYYMMDD =<br>Range = [see field position 68 in this record] or BLANK   |                        |
| 188             | 195  | 8                      | D    | Enrollment Date                 | First date that the student was enrolled in an eligible program for the designated award year. If the student enrolled in a crossover payment period before the first day of the Pell award year (July 1), but which will be paid from 2002-2003 funds, report the actual start date of the student's classes for that payment period. | <i>This field is required.</i><br>CCYYMMDD =<br>Range = 20020101 to 20030630  |                        |
| 196             | 196  | 1                      | A/N  | Low Tuition & Fees Code         | Flag to identify tuition ranges when the annual tuition is less than or equal to minimum defined by low tuition and fees table.  | <u>Value Tuition Range</u><br>1 = 0<br>2 = 1-216<br>3 = 217-433<br>4 = 434-649<br>or BLANK = low tuition does not apply |                        |
| 197             | 197  | 1                      | A    | Verification Status Code        | Status of verification of applicant data by the school.  | V = Verified<br>W = Without Documentation<br>Or Blank   |                        |

## Origination Record (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                               | Description  | Valid Values  | Processing Notes/Edits |
|-----------------|------|------------------------|------|--|--|---|------------------------|
| First           | Last |                        |      |  |  |   |                        |
| 198             | 198  | 1                      | A    | Incarcerated Federal Pell Recipient Code | Code to indicate the student's incarcerated status for students incarcerated in local penal institutions, but are otherwise eligible to receive Federal Pell Grants. | BLANK = Not incarcerated<br>Y = Yes, the student is incarcerated in a local institution, but is otherwise eligible.<br>N = No, if student previously reported as incarcerated, but is not or is no longer. Incarcerated |                        |
| 199             | 200  | 2                      | N    | Transaction Number                       | CPS – assigned Transaction number from eligible ISIR or SAR used to calculate award  | <i>This field is required.</i><br>Must be numeric = 01 to 99  |                        |
| 201             | 205  | 5                      | N    | Expected Family Contribution (EFC)       | Must equal the student's Expected Family Contribution from the ISIR or SAR.  | <i>This field is required.</i><br>Range = 00000 to EFC MAXIMUM  |                        |

## Origination Record (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                                  | Description   | Valid Values  | Processing Notes/Edits |
|-----------------|------|------------------------|------|---|---|---|------------------------|
| First           | Last |                        |      |   |   |   |                        |
| 206             | 206  | 1                      | A    | Secondary Expected Family Contribution Code | Code indicating which EFC value is used to determine award amount | O = Federal Pell Grant award previously based on the secondary EFC and reported to the Federal Pell Grant program; student's award now based on the original EFC.<br>S = Federal Pell Grant award based on the secondary EFC, as a calculated by the CPS.<br>Or BLANK if Secondary EFC not used |                        |



## Origination Record (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name        | Description   | Valid Values  | Processing Notes/Edits  |
|-----------------|------|------------------------|------|-------------------|---|---|---|
| First           | Last |                        |      |                   |   |   |   |
| 207             | 207  | 1                      | N    | Academic Calendar | Calendar which applies to this student's educational program. Must be valid or system accepted to process record. | <p>This field is required.</p> <p>1= Institution uses nonstandard academic terms, and measures academic progress by <u>credit hours</u></p> <p>2=Institution uses standard <u>quarters</u> and measures academic progress by credit hours</p> <p>3=Institution uses standard <u>semesters</u> and measures academic progress by credit hours</p> <p>4=Insitution uses standard <u>trimesters</u> and measures academic progress by credit hours</p> <p>5=Insitution measures academic progress by <u>clock hours</u></p> <p>6=Institution does not use terms, but does measure academic progress by <u>credit hours</u></p> | <p>The Academic calendar dictates which Payment Methodology can be accepted, and the data elements required to calculate the student's award. Refer to Pell Grant Calculations Appendix for acceptable combinations.</p> <p>If Academic calendar invalid or BLANK, then correct to (in the order shown):</p> <p>--Academic calendar already accepted for this student, if any;</p> <p>--Academic calendar on file for Attended Campus, if any;</p> <p>--Academic calendar on file for Reporting Campus, if any;</p> <p>--Clock hour (5) if Payment Methodology=4;</p> <p>--Semester (3)</p> |

## Origination Record (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name          | Description   | Valid Values   | Processing Notes/Edits  |
|-----------------|------|------------------------|------|---------------------|---|--|---|
| First           | Last |                        |      |                     |   |  |   |
| 208             | 208  | 1                      | N    | Payment Methodology | Formula used to calculate the student's Federal Pell Grant Award. | This field is required. Range: 1-5. See Pell Grant Calculations Appendix for regulations covering which Academic calendars may use each specific formula | <p>The Payment Methodology that can be accepted is dictated by the Academic calendar. Refer to the Pell Grant Calculations Appendix for the data elements required for each Payment Methodology.</p> <p>If Payment Methodology invalid or BLANK, then correct to:<br/> --1 Academic calendars 2,3,4;<br/> --3 Academic calendar 1;<br/> --4 Academic calendars 5, 6</p> |

## Origination Record (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name         | Description  | Valid Values   | Processing Notes/Edits   |
|-----------------|------|------------------------|------|--------------------|--|--|--|
| First           | Last |                        |      |                    |  |  |  |
| 209             | 215  | 7                      | N    | Cost of Attendance | Must equal COA calculated by the institution following the Federal Pell Grant Payment regulations.   | <i>This field is required.</i><br>Dollars and cents.<br>Use leading zeros; do not include the \$ sign or decimal point.<br>Range = 0000000 to 9999999  |  |
| 216             | 216  | 1                      | A    | Enrollment Status  | This student's expected enrollment status for the entire award year. The Enrollment Status 5 "Other" is used when the student's enrollment is "mixed" or student attends more than number of terms in a full academic year. Valid Values depend upon Academic Calendar and Payment Methodology fields. | Leave BLANK only if Payment Methodology is 4.<br><br>Range for Payment Methodologies 1, 2, 3, and 5:<br>1=Full-time<br>2=3/4-time<br>3=1/2-time<br>4=Less than 1/2-time<br>5=Enrollment status changed from one payment period to another, OR student attends more than the number of terms in a full academic year. | Used in award amount validation. See Pell Grant Calculations Appendix. |

## Origination Record (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name  | Description   | Valid Values  | Processing Notes/Edits   |
|-----------------|------|------------------------|------|---|---|---|--|
| First           | Last |                        |      |   |   |   |  |
| 217             | 218  | 2                      | A    | Weeks of Instructional Time used to Calculate Payment | Total number of weeks of instructional time provided by this student's program of study during a full academic year.<br>PM2=Total number of weeks of instructional time in academic year for student's program of study (fall through spring terms).<br>PM5 (academic calendars 1, 2, 3, or 4) or<br>PM3=Total number of weeks of instructional time in all terms in academic year for student's program of study<br><br>PM5 (academic calendar 6) and PM4 =The lesser of either (a) total number of weeks of instructional time for a full-time student to complete hours in student's program of study, or (b) total number of weeks of instructional time for a full-time student to complete hours in academic year for student's program of study. | BLANK=Payment Methodology 1<br><br>Range for Payment Methodology 2 is 00-29<br><br>Range for Payment Methodologies 3, 4, and 5 is 00-78 | School determines this value based on the time required for the majority of its full-time students to complete the program of study, not student by student. See Pell Grant Calculations Appendix. |

## Origination Record (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name   | Description   | Valid Values  | Processing Notes/Edits   |
|-----------------|------|------------------------|------|--|---|---|--|
| First           | Last |                        |      |  |   |   |  |
| 219             | 220  | 2                      | A    | Weeks of Inst. Time in Program's Definition of Academic Year | Total number of weeks of instructional time in the school's definition of a full academic year for this student's program of study.                             | Leave BLANK for Payment Methodology 1. Required for Payment Methodologies 2, 3, 4, or 5.<br><br>Range for Payment Methodologies 2, 3, 4, or 5:<br>30-78 | Used in award amount validation.                                       |
| 221             | 224  | 4                      | A    | Credit/Clock Hrs in Award Year                               | Total number of credit/clock hours in all payment periods institution expects this student to attend and be paid for during this Federal Pell Grant Award year. | BLANK for Academic calendars 1, 2, 3, and 4.<br><br>Ranges:<br>0000-3120 if Academic calendar = 5<br>0000-0100 if Academic calendar = 6                 | Used in award amount validation. See Pell Grant Calculations Appendix. |

## Origination Record (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name  | Description   | Valid Values   | Processing Notes/Edits   |
|-----------------|------|------------------------|------|---|---|--|--|
| First           | Last |                        |      |   |   |  |  |
| 225             | 228  | 4                      | A    | Credit/Clock Hours in This Student's Program of Study's Academic Year | Total number of credit or clock hours in the institution's definition of a full academic year for this student's Program of Study.  | BLANK for Academic calendars 1, 2, 3, or 4.<br><br>Ranges:<br>0900-3120 if Academic calendar = 5<br>0024-0100 if Academic calendar = 6 | Used in award amount validation. See Pell Grant Calculations Appendix. |
| 229             | 231  | 3                      | A/N  | Institution Internal Sequence Number                                  | This is an internal sequence number the institution can define.   | Institutional defined  |  |
| 232             | 240  | 9                      | A/N  | Student Current SSN   | Social Security Number, as altered by the student through the CPS for the Transaction number reported. This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing for this transaction. | Valid Social Security Number   |  |

## Origination Record (Continued)

| Field Positions |      | Length<br>(# of<br>Bytes) | Type | Field Name                 | Description   | Valid Values                                      | Processing Notes/Edits |
|-----------------|------|---------------------------|------|----------------------------|---|---|------------------------|
| First           | Last |                           |      |                            |   |   |                        |
| 241             | 248  | 8                         | D    | Student's Date of Birth    | The date of birth of the student for this CPS transaction.  | Format: CCYYMMDD                                  |                        |
| 249             | 264  | 16                        | A/N  | Student's Last Name        | The last name of the student for this CPS transaction.      | A – Z, 0 – 9, period, apostrophe, hyphen or blank |                        |
| 265             | 276  | 12                        | A/N  | Student's First Name       | The first name of the student for this CPS transaction.     | A – Z, 0 – 9 or blank                             |                        |
| 277             | 277  | 1                         | A    | Student's Middle Initial   | The middle initial of the student for this CPS transaction. | A – Z or blank                                    |                        |
| 278             | 300  | 23                        | A    | Unused                     | Reserved for expansion                                      | Constant spaces                                   |                        |
|                 |      | <b>300</b>                |      | <b>Total Record Length</b> |   |   |                        |

**NOTE:** A change to an origination record is supplied in this same format. Changes apply to the entire award period

## Origination Acknowledgement Record

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name              | Description  | Valid Values  | Processing Notes/Edits |
|-----------------|------|------------------------|------|-------------------------|--|---|------------------------|
| First           | Last |                        |      |                         |  |   |                        |
| 1               | 23   | 23                     | A/N  | Origination ID          | Unique number used to identify an origination.   | Format = 999999999XX20039999900<br>Where:<br>SSN = 001010001 to 999999999<br>Name Code = XX<br>Year Indicator = 2003<br>Valid Attended PELL- ID = 999999<br>Orig Sequence Number = 00 |                        |
| 24              | 32   | 9                      | N    | Original SSN            | Student's SSN from original FAFSA.   | 001010001 to 999999999  |                        |
| 33              | 34   | 2                      | A    | Original Name Code      | Student's name code from original FAFSA.   | Uppercase A to Z<br>(period)<br>' (apostrophe)<br>- (dash)<br>Blank = no last name  |                        |
| 35              | 40   | 6                      | N    | Attended Campus PELL-ID | PELL-ID of campus attended. Change creates new origination record. Institution must change payment amounts for student at original attended campus as necessary. | Valid PELL-ID   |                        |
| 41              | 45   | 5                      | A/N  | Unused                  | Reserved for expansion.  | Constant spaces   |                        |



## Origination Acknowledgement Record (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                  | Description  | Valid Values   | Processing Notes/Edits |
|-----------------|------|------------------------|------|-----------------------------|--|--|------------------------|
| First           | Last |                        |      |                             |  |  |                        |
| 46              | 58   | 13                     | A/N  | Origination Cross-Reference | This field can contain any cross-reference information useful to the institution to identify student records internally. | Institution defined  |                        |
| 59              | 59   | 1                      | A    | Action Code                 | Code to indicate action to be taken  | Valid Codes =<br>A = Accepted - all fields accepted<br>C = Corrected - one or more fields corrected<br>D = Duplicate of an accepted record<br>E = Rejected - record was rejected |                        |
| 60              | 60   | 1                      | A    | Unused                      | Reserved for expansion   | Constant spaces  |                        |

## Origination Acknowledgement Record (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                                   | Description   | Valid Values   | Processing Notes/Edits |
|-----------------|------|------------------------|------|--|---|--|------------------------|
| First           | Last |                        |      |  |   |  |                        |
| 61              | 67   | 7                      | N    | Accepted Award Amount for Entire School Year | Must equal the award amount calculated by the institution to be disbursed to this student for attendance for this entire Pell Grant award year. | Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point. Range = 0000000 to AWARD AMOUNT MAXIMUM |                        |
| 68              | 75   | 8                      | N    | Accepted Estimated Disbursement Date #1      | Date 1 <sup>st</sup> disbursement to student is estimated to be made.   | Format = CCYYMMDD<br>Range = N days prior to DISBURSEMENT START DATE (20020701) to DISBURSEMENT END DATE (20080930)        |                        |
| 76              | 83   | 8                      | N    | Accepted Estimated Disbursement Date #2      | Date 2 <sup>nd</sup> disbursement to student is estimated to be made.   | CCYYMMDD =<br>Range = [see field position 68 in this record] or BLANK  |                        |
| 84              | 91   | 8                      | N    | Accepted Estimated Disbursement Date #3      | Date 3 <sup>rd</sup> disbursement to student is estimated to be made.   | CCYYMMDD =<br>Range = [see field position 68 in this record] or BLANK  |                        |
| 92              | 99   | 8                      | N    | Accepted Estimated Disbursement Date #4      | Date 4 <sup>th</sup> disbursement to student is estimated to be made.   | CCYYMMDD =<br>Range = [see field position 68 in this record] or BLANK  |                        |

## Origination Acknowledgement Record (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                               | Description  | Valid Values   | Processing Notes/Edits |
|-----------------|------|------------------------|------|--|--|--|------------------------|
| First           | Last |                        |      |  |  |  |                        |
| 100             | 107  | 8                      | N    | Accepted Estimated Disbursement Date #5  | Date 5 <sup>th</sup> disbursement to student is estimated to be made.  | CCYYMMDD = Range = [see field position 68 in this record] or BLANK |                        |
| 108             | 115  | 8                      | N    | Accepted Estimated Disbursement Date #6  | Date 6 <sup>th</sup> disbursement to student is estimated to be made.  | CCYYMMDD = Range = [see field position 68 in this record] or BLANK |                        |
| 116             | 123  | 8                      | N    | Accepted Estimated Disbursement Date #7  | Date 7 <sup>th</sup> disbursement to student is estimated to be made.  | CCYYMMDD = Range = [see field position 68 in this record] or BLANK |                        |
| 124             | 131  | 8                      | N    | Accepted Estimated Disbursement Date #8  | Date 8 <sup>th</sup> disbursement to student is estimated to be made.  | CCYYMMDD = Range = [see field position 68 in this record] or BLANK |                        |
| 132             | 139  | 8                      | N    | Accepted Estimated Disbursement Date #9  | Date 9 <sup>th</sup> disbursement to student is estimated to be made.  | CCYYMMDD = Range = [see field position 68 in this record] or BLANK |                        |
| 140             | 147  | 8                      | N    | Accepted Estimated Disbursement Date #10 | Date 10 <sup>th</sup> disbursement to student is estimated to be made. | CCYYMMDD = Range = [see field position 68 in this record] or BLANK |                        |
| 148             | 155  | 8                      | N    | Accepted Estimated Disbursement Date #11 | Date 11 <sup>th</sup> disbursement to student is estimated to be made. | CCYYMMDD = Range = [see field position 68 in this record] or BLANK |                        |

## Origination Acknowledgement Record (Continued)

| Field Positions |      | Length<br>(# of<br>Bytes) | Type | Field Name  | Description  | Valid Values  | Processing Notes/Edits |
|-----------------|------|---------------------------|------|---|--|---|------------------------|
| First           | Last |                           |      |   |  |   |                        |
| 156             | 163  | 8                         | N    | Accepted<br>Estimated<br>Disbursement<br>Date #12 | Date 12th<br>disbursement to<br>student is<br>estimated to be<br>made. | CCYYMMDD =<br>Range = [see field<br>position 68 in this<br>record] or BLANK |                        |
| 164             | 171  | 8                         | N    | Accepted<br>Estimated<br>Disbursement<br>Date #13 | Date 13th<br>disbursement to<br>student is<br>estimated to be<br>made. | CCYYMMDD =<br>Range = [see field<br>position 68 in this<br>record] or BLANK |                        |
| 172             | 179  | 8                         | N    | Accepted<br>Estimated<br>Disbursement<br>Date #14 | Date 14th<br>disbursement to<br>student is<br>estimated to be<br>made. | CCYYMMDD =<br>Range = [see field<br>position 68 in this<br>record] or BLANK |                        |
| 180             | 187  | 8                         | N    | Accepted<br>Estimated<br>Disbursement<br>Date #15 | Date 15th<br>disbursement to<br>student is<br>estimated to be<br>made. | CCYYMMDD =<br>Range = [see field<br>position 68 in this<br>record] or BLANK |                        |

## Origination Acknowledgement Record (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                        | Description   | Valid Values  | Processing Notes/Edits |
|-----------------|------|------------------------|------|-----------------------------------|---|---|------------------------|
| First           | Last |                        |      |                                   |   |   |                        |
| 188             | 195  | 8                      | D    | Accepted Enrollment Date          | First date that the student was enrolled in an eligible program for the designated school year. If the student enrolled in a crossover payment period before the first day of the Pell award year (July 1), but which will be paid from 2002-2003 funds, report the actual start date of the student's classes for that payment period. | CCYYMMDD =<br>Range = 20020101 to 20030630  |                        |
| 196             | 196  | 1                      | A    | Accepted Low Tuition & Fees Flag  | Flag to identify tuition ranges when the annual tuition is less than or equal to minimum defined by low tuition and fees table.   | <u>Value Tuition Range</u><br>1 = 0<br>2 = 1-216<br>3 = 217-433<br>4 = 434-649<br>or BLANK = low tuition does not apply |                        |
| 197             | 197  | 1                      | A    | Accepted Verification Status Flag | Status of verification of applicant data by the school.   | V: Verified<br>W: Without Documentation<br>Or Blank   |                        |

## Origination Acknowledgement Record (Continued)

| Field Positions |      | Length (# of Bytes) | Type | Field Name  | Description  | Valid Values   | Processing Notes/Edits |
|-----------------|------|---------------------|------|---|--|--|------------------------|
| First           | Last |                     |      |   |  |  |                        |
| 198             | 198  | 1                   | A    | Accepted Incarcerated Federal Pell Recipient Code | Code to indicate the student's incarcerated status for students incarcerated in local penal institutions, but are otherwise eligible to receive Federal Pell Grants. | BLANK = Not incarcerated<br>Y = Yes, the student is incarcerated in a local institution, but is otherwise eligible.<br>N = No, if student previously reported as incarcerated, but is not or is no longer incarcerated |                        |
| 199             | 200  | 2                   | N    | Accepted Transaction Number                       | CPS- assigned Transaction number from eligible SAR used to calculate award   | Must be numeric: 01 to 99  |                        |
| 201             | 205  | 5                   | N    | Accepted Expected Family Contribution (EFC)       | Must equal the student's Expected Family Contribution from the ISIR or SAR. May be the primary or secondary EFC value.   | Range = 00000 to EFC MAXIMUM   |                        |

## Origination Acknowledgement Record (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name   | Description   | Valid Values   | Processing Notes/Edits |
|-----------------|------|------------------------|------|--|---|--|------------------------|
| First           | Last |                        |      |  |   |  |                        |
| 206             | 206  | 1                      | A    | Accepted Secondary Expected Family Contribution Code | Code indicating which EFC value is used to determine award amount | O = Federal Pell Grant award previously based on the secondary EFC and reported to the Federal Pell Grant program; student's award now based on the original EFC.<br>S = Federal Pell Grant award based on the secondary EFC, as calculated by the CPS.<br>OR BLANK if Secondary EFC not used. |                        |

## Origination Acknowledgement Record (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                   | Description   | Valid Values  | Processing Notes/Edits |
|-----------------|------|------------------------|------|------------------------------|---|---|------------------------|
| First           | Last |                        |      |                              |   |   |                        |
| 207             | 207  | 1                      | N    | Accepted Academic Calendar   | Calendar which applies to this student's educational program. | <p>This field is required.</p> <p>1= Institution uses nonstandard academic terms, and measures academic progress by <u>credit hours</u></p> <p>2=Institution uses standard <u>quarters</u> and measures academic progress by credit hours</p> <p>3=Institution uses standard <u>semesters</u> and measures academic progress by credit hours</p> <p>4=Institution uses standard <u>trimesters</u> and measures academic progress by credit hours</p> <p>5=Institution measures academic progress by <u>clock hours</u></p> <p>6=Institution does not use terms, but does measure academic progress by <u>credit hours</u></p> |                        |
| 208             | 208  | 1                      | N    | Accepted Payment Methodology | Formula used to calculate the student's Federal Pell Grant.   | <p>This field is required.</p> <p>Range: 1-5.</p> <p>See Pell Grant Calculations Appendix for regulations covering which Academic calendars may use each specific formula.</p>  |                        |



## Origination Acknowledgement Record (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                  | Description  | Valid Values  | Processing Notes/Edits |
|-----------------|------|------------------------|------|-----------------------------|--|---|------------------------|
| First           | Last |                        |      |                             |  |   |                        |
| 209             | 215  | 7                      | N    | Accepted Cost of Attendance | Must equal COA calculated by the institution following the Federal Pell Grant Payment regulations.   | Dollars and Cents.<br>Use Leading Zeros; do not include the \$ sign or decimal point<br>Range: 0000000-9999999  |                        |
| 216             | 216  | 1                      | A    | Accepted Enrollment Status  | The student's enrollment status at the time the student's records is created or updated. Changes to this field apply to the entire award year. | BLANK=Payment Methodology 4.<br><br>Range for all other Payment Methodologies is 1-5.<br>1=Full-time<br>2=3/4-time<br>3=1/2-time<br>4=Less than 1/2-time<br>5=Enrollment status changed from one payment period to another, OR student attends more than the number of terms in a full academic year. |                        |

## Origination Acknowledgement Record (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name   | Description  | Valid Values   | Processing Notes/Edits |
|-----------------|------|------------------------|------|--|--|--|------------------------|
| First           | Last |                        |      |  |  |  |                        |
| 217             | 218  | 2                      | A    | Accepted Weeks of Instructional Time Used to Calculate Payment | Total number of weeks of instructional time provided by this student's program of study during a full academic year.<br>PM2=Total number of weeks of instructional time in academic year for student's program of study (fall through spring terms).<br>PM5 (academic calendars 1, 2, 3, or 4) or PM3=Total number of weeks of instructional time in all terms in academic year for student's program of study<br>PM5 (academic calendar 6) and PM4 =The lesser of either (a) total number of weeks of instructional time for a full-time student to complete hours in student's program of study, or (b) total number of weeks of instructional time for a full-time student to complete hours in academic year for student's program of study. | BLANK=Payment Methodology 1.<br>Range for Payment Methodology 2 is 00-29.<br>Range for Payment Methodologies 3, 4, and 5 is 00-78. |                        |

## Origination Acknowledgement Record (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name   | Description   | Valid Values   | Processing Notes/Edits |
|-----------------|------|------------------------|------|--|---|--|------------------------|
| First           | Last |                        |      |  |   |  |                        |
| 219             | 220  | 2                      | A    | Accepted Weeks of Inst. Time in Program's Definition of Academic Year      | Total number of weeks of instructional time in the school's definition of a full academic year for this student's program of study.                               | BLANK=Payment Methodology 1.<br><br>Range for Payment Methodologies 2, 3, 4, or 5 is 30-78.  |                        |
| 221             | 224  | 4                      | A    | Accepted Cr/Clock Hours in Award Year                                      | Total number of credit/clock hours in all payment periods the institution expects this student to attend, and to be paid from this Federal Pell Grant Award year. | BLANK for Academic calendars 1, 2, 3 and 4.<br><br>Ranges:<br>0000-3120 if Academic calendar = 5<br>0000-0100 if Academic calendar = 6 |                        |
| 225             | 228  | 4                      | A    | Accepted Cr/Clock Hours in This Student's Program of Study's Academic Year | Number of credit or clock hours in this school's definition or a full academic year for this student's program of study.  | BLANK for Academic calendars 1, 2, 3 and 4.<br><br>Ranges:<br>0900-3120 if Academic calendar = 5<br>0024-0100 if Academic calendar = 6 |                        |
| 229             | 231  | 3                      | A/N  | Institution Internal Sequence Number                                       | This is an internal sequence number the institution can define.   | Institutional defined  |                        |
| 232             | 250  | 19                     | A    | Unused   | Reserved for expansion  | Constant spaces  |                        |

## Origination Acknowledgement Record (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                             | Description   | Valid Values  | Processing Notes/Edits |
|-----------------|------|------------------------|------|--|---|---|------------------------|
| First           | Last |                        |      |  |   |   |                        |
| 251             | 255  | 5                      | N    | Scheduled Federal Pell Grant           | Scheduled amount for a full time student.   | Range = 00000 to AWARD AMOUNT MAXIMUM                               |                        |
| 256             | 257  | 2                      | N    | Previously Accepted Transaction Number | Transaction number that was previously accepted and currently stored by the Pell Processor for this student. This field will only be populated for rejected originations. | 01 to 99 or BLANK if Origination not rejected.                      |                        |
| 258             | 262  | 5                      | N    | Previously Accepted EFC                | EFC that was previously accepted and currently stored by the Pell Processor for this student. This field will only be populated for rejected originations.                | Range = 00000 to EFC MAXIMUM. or BLANK if Origination not rejected. |                        |

## Origination Acknowledgement Record (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                             | Description   | Valid Values  | Processing Notes/Edits |
|-----------------|------|------------------------|------|--|---|---|------------------------|
| First           | Last |                        |      |  |   |   |                        |
| 263             | 263  | 1                      | A    | Previously Accepted Secondary EFC Code | Secondary EFC Code that was previously accepted and currently stored by the Pell Processor for this student. This field will only be populated for rejected originations. | O = Federal Pell Grant award previously based on the secondary EFC and reported to the Federal Pell Grant program; student's award now based on the original EFC.<br>S = Federal Pell Grant award based on the secondary EFC, as a calculated by the CPS.<br>OR BLANK if Secondary EFC not used or if Origination not rejected. |                        |

## Origination Acknowledgement Record (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                             | Description   | Valid Values  | Processing Notes/Edits |
|-----------------|------|------------------------|------|--|---|---|------------------------|
| First           | Last |                        |      |  |   |   |                        |
| 264             | 270  | 7                      | N    | Previously Accepted Cost of Attendance | COA previously accepted and currently stored by the Pell Processor for this student. This field will only be populated for rejected originations.   | Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point. Range = 0000000 to 9999999   |                        |
| 271             | 345  | 75                     | N    | Origination Warning/Reject Reasons     | List of up to twenty-five 3-digit reject/warning codes which occurred during processing of this origination record. Only edit codes hit will display in the field. Otherwise, this space will be zero filled. | Twenty-five edit/reject codes of = 000 to 999<br>Position XXX-XXX:<br>1st code<br>Position XXX-XXX:<br>2nd code<br>Position XXX-XXX:<br>3rd code...<br>Position YYY-YYY:<br>25th code |                        |

## Origination Acknowledgement Record (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                             | Description  | Valid Values  | Processing Notes/Edits |
|-----------------|------|------------------------|------|--|--|---|------------------------|
| First           | Last |                        |      |  |  |   |                        |
| 346             | 355  | 10                     | N    | ED Use Flags                           | Flags that are set to inform institutions of modifications that have been made to their database and require immediate action to rectify | Format = 0000000000 to 1111111111<br>Values = 0 – indicates not set<br>1 = indicates flag is set.<br>Where:<br>Each digit signifies a different situation<br>1st -Shared SAR ID<br>2nd -Verification W Status<br>3rd - Concurrent Enrollment<br>4th - POP<br>5th through 10th - Reserved for future use |                        |
| 356             | 362  | 7                      | N    | Negative Pending Amount                | Amount that indicates the negative disbursement amount required.   | Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point.<br>Range: 0000000-9999999  |                        |
| 363             | 367  | 5                      | N    | Secondary Expected Family Contribution | Indicates the secondary EFC calculated by CPS, if any, for this transaction.   | Range: 00000-99999 or BLANK = No Secondary EFC calculated by CPS  |                        |

## Origination Acknowledgement Record (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name              | Description   | Valid Values                                      | Processing Notes/Edits |
|-----------------|------|------------------------|------|-------------------------|---|---|------------------------|
| First           | Last |                        |      |                         |   |   |                        |
| 368             | 376  | 9                      | A/N  | Student Current SSN     | Social Security Number, as altered by the student through the CPS for the Transaction number reported. This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing SSN for this transaction. | Valid Social Security Number                      |                        |
| 377             | 384  | 8                      | D    | Student's Date of Birth | The date of birth of the student for this CPS transaction.  | Format: CCYYMMDD                                  |                        |
| 385             | 400  | 16                     | A/N  | Student's Last Name     | The last name of the student for this CPS transaction.  | A – Z, 0 – 9, period, apostrophe, hyphen or blank |                        |
| 401             | 412  | 12                     | A/N  | Student's First Name    | The first name of the student for this CPS transaction.   | A – Z, 0 – 9 or blank                             |                        |



## Origination Acknowledgement Record (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                 | Description   | Valid Values    | Processing Notes/Edits |
|-----------------|------|------------------------|------|----------------------------|---|-----------------|------------------------|
| First           | Last |                        |      |                            |   |                 |                        |
| 413             | 413  | 1                      | A    | Student's Middle Initial   | The middle initial of the student for this CPS transaction. | A – Z or blank  |                        |
| 414             | 450  | 37                     | A    | Unused                     | Reserved for expansion                                      | Constant spaces |                        |
|                 |      | <b>450</b>             |      | <b>Total Record Length</b> |   |                 |                        |

If record has been rejected, Action Code = E, reported data is returned on the record.

---

## Batch Reject Reasons

What's included:

- Origination Record Batch Reject Reasons
- Disbursement Record Batch Reject Reasons
- Data Request Record Batch Reject Reasons

## Origination Reject Reasons

| Field Position   | Reject Reasons   |
|--|--|
| Origination ID: Field Positions 1 to 23                                      | If Original SSN and Original Name Code do not match a value in the Eligible Applicant Database.<br>If Attending Pell ID does not match the value in the Origination ID.<br>If Attending Pell ID is not funded or is not a branch of the Reporting Pell ID. |
| Original SSN: Field Positions 24 to 32                                       | If Original SSN does not match the value in the Origination ID.  |
| Original Name Code: Field Positions 33 to 34                                 | If Original Name Code does not match the value in the Origination ID.  |
| Award amount for entire school year: Field Positions 61 to 67                | If not numeric. Amount cannot exceed total payment ceiling.  |
| Transaction Number: Field Positions 199 to 200                               | If not numeric or does not match the Eligible Applicant database.  |
| Expected Family Contribution (EFC): Field Positions 201 to 205               | If not numeric or does not match the EFC for the transaction number reported in the Eligible Applicant database.   |
| Secondary Expected Family Contribution Used Code: Field Positions 206 to 206 | If Selected and Secondary EFC not in Pell eligible range.  |

---

## Disbursement Reject Reasons

The disbursement batch edits are a result of the business rules and the information technology used in the system.

- Processing edits can be found in the record layouts later in this technical reference.
- The results of these edits are provided in the comment codes on the disbursement acknowledgement record.
- The editing process may result in rejection, corrections made to data, or warning messages.

For example, the student's disbursement record will be rejected if the institution reports an incorrect origination ID. If the annual award amount is miscalculated, the Pell Processor recalculates the amount and reports the recalculated amount as the accepted value in the disbursement acknowledgement record.

---

## Data Request Reject Reasons

The Pell Processor rejects data request records for the following reasons:

| Field/Position   | Reject Reason  |
|--|--|
| Attending Pell ID: Field Positions 1 to 6                  | If the attending Pell ID is invalid.   |
| Data Request Type: Field Position 7 to 7                   | Must be M, S, or Y.  |
| Output Media Type: Field Position 8 to 8                   | If entered must be valid.  |
| Multiple Reporting Request Code 1: Field Position 35 to 35 | Must be O or D if the Data Request Type is M.  |
| Multiple Reporting Request Code 2: Field Position 36 to 36 | Must be A, S or I if the Data Request Type is M.   |
| MRR Student ID: Field Positions 37 to 47                   | Must be valid if the Multiple Reporting Request Code 2 is S.<br>Must have been originated at the requesting institution. |
| MRR Institution Pell ID: Field Positions 48 to 53          | Must be valid if the Multiple Reporting Request Code 2 is I.   |

**Note:** Batch edits and reject codes for the Origination, Disbursement and Data Request Records are located in Appendix D.

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# Creating a Disbursement Record and Receiving Acknowledgement

What's included:

- Disbursement Record Description
- Disbursement Acknowledgement Record Description

Categories for the record layouts are as follows:

- **Start** – First position of the field.
- **End** – Last position of the field.
- **Length** – Sum of the positions assigned to a field.
- **Type** – Alpha (A) or Numeric (N) character that indicates the required value for the field.
- **Field Name** – General term that acknowledges the field.
- **Description** – Explanation that gives clear purpose of the use of the field.
- **Valid Values** – Predefined content that satisfies processing requirements to be used in the field. A “blank” listed as a valid value also indicates that the data element is not a required field. Elements other than those described will be rejected by the software.
- **Processing Notes/Edits** – Comments related to the process that merit attention.

## Disbursement Record

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                  | Description  | Valid Values   | Processing Notes/Edits |
|-----------------|------|------------------------|------|-----------------------------|--|--|------------------------|
| First           | Last |                        |      |                             |  |  |                        |
| 1               | 23   | 23                     | A/N  | Origination ID              | Unique number used to identify the origination for which the disbursement is to be applied against.                      | <i>This field is required.</i><br>Format =<br>999999999XX200<br>399999900<br><br>Where:<br>SSN = 001010001<br>to 999999999<br>Name Code = XX<br>Year Indicator =<br>2003<br>Valid Attended<br>PELL-ID = 999999<br>Orig Sequence<br>Number = 00 |                        |
| 24              | 36   | 13                     | A/N  | Institution Cross-Reference | This field can contain any cross-reference information useful to the institution to identify student records internally. | Institution defined  |                        |
| 37              | 37   | 1                      | A    | Action Code                 | Action code  | Will always be blank   |                        |

## Disbursement Record (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                    | Description  | Valid Values   | Processing Notes/Edits |
|-----------------|------|------------------------|------|-------------------------------|--|--|------------------------|
| First           | Last |                        |      |                               |  |  |                        |
| 38              | 39   | 2                      | N    | Disbursement Reference Number | Unique number of the disbursement 01-65. The Pell Processor will send disbursement number 66 to 99 for system generated disbursement.                          | <i>This field is required.</i><br>Must be numeric:<br>01 to 99   |                        |
| 40              | 40   | 1                      | A    | Indicator Sign                | Indicates whether the Reported Disbursement Amount is an increase or a decrease to the total amount that has been disbursed to the student for the award year. | <i>This field is required.</i><br>P = positive<br>N = negative   |                        |
| 41              | 47   | 7                      | N    | Disbursement Amount           | Amount of disbursement for student   | <i>This field is required.</i><br>Dollars and cents.<br>Use leading zeros; do not include the \$ sign or decimal point.<br>Range = 0000000 to AWARD AMOUNT MAX |                        |



## Disbursement Record (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                 | Description  | Valid Values   | Processing Notes/Edits   |
|-----------------|------|------------------------|------|----------------------------|--|--|--|
| First           | Last |                        |      |                            |  |  |  |
| 48              | 55   | 8                      | D    | Disbursement Date          | Date this disbursement was or will be made to the student. | <i>This field is required.</i><br>CCYYMMDD =<br>Range = 20020621 to 20080930 | Process Date must be within N days prior of disbursement date. If date plus 30 days > system date, then send 30 day warning message. N may be different for Just In Time and Advance Funding Institutions. |
| 56              | 63   | 8                      | D    | Payment Period Start Date  | Beginning date of the Payment Period                       | CCYYMMDD =<br>Range = 20020101 to 20030630<br>Or Spaces                      |  |
| 64              | 100  | 37                     | A    | Unused                     | Reserved for future expansion                              | Constant spaces  |  |
|                 |      | <b>100</b>             |      | <b>Total Record Length</b> |  |  |  |

An adjustment to a disbursement record is supplied in this same format.

## Disbursement Acknowledgement Record

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                  | Description  | Valid Values   | Processing Notes/Edits |
|-----------------|------|------------------------|------|-----------------------------|--|--|------------------------|
| First           | Last |                        |      |                             |  |  |                        |
| 1               | 23   | 23                     | A/N  | Origination ID              | Unique number used to identify the origination for which the disbursement is to be applied against.                      | Format = 9999999999XX20039999900<br>Where:<br>SSN = 001010001 to 999999999<br>Name Code = XX<br>Year Indicator = 2003<br>Valid Attended PELL ID = 999999<br>Orig Sequence Number = 00                                  |                        |
| 24              | 36   | 13                     | A/N  | Institution Cross-Reference | This field can contain any cross-reference information useful to the institution to identify student records internally. | Institution defined  |                        |
| 37              | 37   | 1                      | A    | Action Code/Status          | Code to indicate processing status of disbursement.  | Valid Codes:<br>A = Accepted disbursement amount<br>C = Corrected disbursement amount<br>D = Duplicate disbursement reference number of an accepted record at the Pell Processor<br>E = Rejected - record was rejected |                        |

## Disbursement Acknowledgement Record (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                    | Description  | Valid Values   | Processing Notes/Edits |
|-----------------|------|------------------------|------|-------------------------------|--|--|------------------------|
| First           | Last |                        |      |                               |  |  |                        |
| 38              | 39   | 2                      | N    | Disbursement Reference Number | Unique number of the disbursement 01-65. The Pell Processor will send disbursement number 66 to 99 for system generated disbursement.                          | Must be numeric: 01 to 99  |                        |
| 40              | 40   | 1                      | A    | Accepted Indicator Sign       | Indicates whether the Reported Disbursement Amount is an increase or a decrease to the total amount that has been disbursed to the student for the award year. | P = positive<br>N = negative   |                        |
| 41              | 47   | 7                      | N    | Accepted Disbursement Amount  | Amount of disbursement for student. If an adjustment, this value is a replacement amount.  | Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point. Range = 0000000 to AWARD AMOUNT MAX |                        |

## Disbursement Acknowledgement Record (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                | Description  | Valid Values  | Processing Notes/Edits |
|-----------------|------|------------------------|------|---------------------------|--|---|------------------------|
| First           | Last |                        |      |                           |  |   |                        |
| 48              | 55   | 8                      | N    | Disbursement Date         | Date this disbursement was or will be made to the student.   | CCYYMMDD =<br>Range = 20020621 to 20080630  |                        |
| 56              | 63   | 8                      | D    | Payment Period Start Date | Beginning date of the Payment Period   | CCYYMMDD =<br>Range = 20020101 to 20030630<br>Or Spaces   |                        |
| 64              | 100  | 37                     | A    | Unused                    | Reserved for future expansion  | Constant spaces   |                        |
| 101             | 107  | 7                      | N    | YTD Disbursed Amount      | Total amount that has been disbursed to the student for the award year   | Dollars and cents.<br>Use leading zeros; do not include the \$ sign or decimal point.<br>Range = 0000000 to AWARD AMOUNT MAX                        |                        |
| 108             | 182  | 75                     | N    | Edit/Comment Codes        | Three digit comment codes indicating the results of Federal Pell Grant processing. Maximum of 25 comments will appear in a single acknowledgement record. If less than 25 comments, zero filled. | Twenty-five edit/reject codes of:<br>000 to 999<br>Position XXX-XXX:<br>1st code<br>Position XXX-XXX:<br>2nd code<br>Position YYY-YYY:<br>25th code |                        |

## Disbursement Acknowledgement Record (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                 | Description  | Valid Values  | Processing Notes/Edits |
|-----------------|------|------------------------|------|----------------------------|--|---|------------------------|
| First           | Last |                        |      |                            |  |   |                        |
| 183             | 192  | 10                     | N    | ED Use Flags               | Flags that are set to inform institutions of modifications that have been made to their database and require immediate action to rectify | Format = 0000000000 to 1111111111<br>Values:<br>0 = indicates not set<br>1 = indicates flag is set.<br>Where:<br>Each digit signifies a different situation<br>1st -Shared SAR ID<br>2nd -Verification W Status<br>3rd - Concurrent Enrollment<br>4th - POP<br>5th through 10th - Reserved for future use |                        |
| 193             | 200  | 8                      | A    | Unused                     | Reserved for future expansion  | Constant spaces   |                        |
|                 |      | <b>200</b>             |      | <b>Total Record Length</b> |  |   |                        |

If record has been rejected, Action Code = E, reported data is returned on the record.

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## Receiving and Processing Electronic Statement Of Accounts (ESOAs)

What's included:

- ESOA Record Description - Summary
- ESOA Record – Detail

Categories for the record layouts are as follows:

- **Start** – First position of the field.
- **End** – Last position of the field.
- **Length** – Sum of the positions assigned to a field.
- **Type** – Alpha (A) or Numeric (N) character that indicates the required value for the field.
- **Field Name** – General term that acknowledges the field.
- **Description** – Explanation that gives clear purpose of the use of the field.
- **Valid Values** – Predefined content that satisfies processing requirements to be used in the field. A “blank” listed as a valid value also indicates that the data element is not a required field. Elements other than those described will be rejected by the software.
- **Processing Notes/Edits** – Comments related to the process that merit attention.

## Electronic Statement Of Account Record – Summary

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name               | Description  | Valid Values   | Processing Notes/Edits |
|-----------------|------|------------------------|------|--------------------------|--|--|------------------------|
| First           | Last |                        |      |                          |  |  |                        |
| 1               | 1    | 1                      | A    | Record Indicator         | Indicates the record is summary or detail.   | Constant “S”- Summary level account status   |                        |
| 2               | 7    | 6                      | N    | Reporting Campus PELL-ID | PELL-ID of reporting campus  | Valid PELL-ID  |                        |
| 8               | 18   | 11                     | A/N  | Grantee DUNS Number      | Data Universal Numbering Scheme (DUNS) number assigned to the reporting institution. | Valid DUNS number.<br>Format = 999999999BB where 999999999 is a unique number and BB are Blanks. |                        |
| 19              | 29   | 11                     | A    | Unused                   | Reserved for future expansion  | Constant spaces  |                        |

## Electronic Statement Of Account Record – Summary (Continued)

| Field Positions |      | Length<br>(# of<br>Bytes) | Type | Field Name                 | Description   | Valid Values  | Processing<br>Notes/Edits   |
|-----------------|------|---------------------------|------|----------------------------|---|---|---|
| First           | Last |                           |      |                            |   |   |   |
| 30              | 45   | 16                        | A/N  | GAPS Award Number          | Used to identify a unique funding for an institution. Comprised of the following fields =<br>PO Indicator<br>CFDA Number<br>CFDA Subprogram Id<br>Subprogram Fiscal Year<br>Sequence Number | Valid GAPS Award number. Format = P063PCCYYXXXX<br>Where<br>"P" = constant for PO Indicator<br>"063" = constant for CFDA Number<br>"P" = constant<br>" " 3 spaces<br>CCYY = Beginning year of school year pair '2002'.<br>XXXX = unique value for each funded institution |   |
| 46              | 50   | 5                         | N    | Accounting Schedule Number | Sequence number assigned by the Pell Processor to track Accounting schedules.   | Range = 00000 to 99999  |   |
| 51              | 58   | 8                         | D    | Accounting Schedule Date   | Date of Current Accounting schedule.  | Valid Date in CCYYMMDD format.  |   |
| 59              | 69   | 11                        | A/N  | Previous Obligation Amount | Amount of institution's total obligation prior to this adjustment.  | Dollars and cents. Right justify, left zero fill; do not include the \$ sign or decimal point. Range = 00000000000 to 99999999999   | Will always equal zero for institutions that are obligate-only accounts for the whole year. |



## Electronic Statement Of Account Record – Summary (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                          | Description  | Valid Values   | Processing Notes/Edits  |
|-----------------|------|------------------------|------|-------------------------------------|--|--|---|
| First           | Last |                        |      |                                     |  |  |   |
| 70              | 80   | 11                     | A/N  | Obligation Adjustment Amount        | Adjustment of the obligations for this Accounting cycle. | Dollars and cents. Right justify, left zero fill; do not include the \$ sign or decimal point. Range = 00000000000 to 99999999999          | Will always equal zero for institutions that are obligate-only accounts for the whole year. |
| 81              | 91   | 11                     | A/N  | Current Obligation Amount           | Amount of institution's current obligation balance.      | Dollars and cents. Right justify, left zero fill; do not include the \$ sign or decimal point. Range = 00000000000 to 99999999999          | Will always equal zero for institutions that are obligate-only accounts for the whole year. |
| 92              | 102  | 11                     | A/N  | Previous Obligation/ Payment Amount | Amount of institution's previous payment balance.        | Dollars and cents. Right justify, left zero fill; do not include the \$ sign or decimal point. Range = 00000000000 to 99999999999 or Blank | Will always equal zero for institutions that are obligate only accounts for the whole year. |

## Electronic Statement Of Account Record – Summary (Continued)

| Field Positions |      | Length<br>(# of<br>Bytes) | Type | Field Name                               | Description   | Valid Values   | Processing<br>Notes/Edits  |
|-----------------|------|---------------------------|------|--|---|--|--|
| First           | Last |                           |      |  |   |  |  |
| 103             | 113  | 11                        | A/N  | Obligation/<br>Payment<br>Adjustment     | Total of all<br>adjustments to<br>payment for the<br>GAPS Award<br>Number.  | Dollars and cents.<br>Right justify, left<br>zero fill; do not<br>include the \$ sign<br>or decimal point.<br>Range =<br>00000000000 to<br>99999999999<br>or Blank | Will always equal zero<br>for institutions that are<br>obligate-only accounts<br>for the whole year. |
| 114             | 124  | 11                        | A/N  | Current<br>Obligation/Pay<br>ment Amount | Amount of<br>institution's current<br>payment balance.                      | Dollars and cents.<br>Right justify, left<br>zero fill; do not<br>include the \$ sign<br>or decimal point.<br>Range =<br>00000000000 to<br>99999999999<br>or Blank | Will always equal zero<br>for institutions that are<br>obligate-only accounts<br>for the whole year. |
| 125             | 131  | 7                         | N    | YTD Total<br>Unduplicated<br>Recipients  | Year-to-Date<br>number of<br>unduplicated<br>recipients for<br>institution. | Range =<br>000000000 to<br>999999999<br>or Blank   |  |
| 132             | 142  | 11                        | N    | YTD Accepted<br>Disbursement<br>Amount   | YTD Total of<br>disbursements<br>accepted by the Pell<br>Processor.         | Dollars and cents.<br>Right justify, left<br>zero fill; do not<br>include the \$ sign<br>or decimal point.<br>Range =<br>00000000000 to<br>99999999999<br>or Blank |  |

## Electronic Statement Of Account Record – Summary (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                              | Description   | Valid Values  | Processing Notes/Edits |
|-----------------|------|------------------------|------|---|---|---|------------------------|
| First           | Last |                        |      |   |   |   |                        |
| 143             | 153  | 11                     | N    | YTD Posted Disbursement Amount          | YTD Total of disbursements sent to and acknowledged by GAPS.  | Dollars and cents. Right justify, left zero fill; do not include the \$ sign or decimal point. Range = 00000000000 to 99999999999 or Blank    |                        |
| 154             | 164  | 11                     | N    | YTD Administrative Cost Allowance (ACA) | YTD amount of ACA paid to the institution.  | Dollars and cents. Right justify, left zero fill; do not include the \$ sign or decimal point. Range = 00000000000 to 99999999999 or Blank    |                        |
| 165             | 177  | 13                     | N    | GAPS Draw-down/Payment                  | The sum of DD instigated by the school, Direct payments for Obligation/Payment accounts less Returns and Refunds. | Dollars and cents. Right justify, left zero fill; do not include the \$ sign or decimal point. Range = 000000000000 to 9999999999999 or Blank |                        |
| 178             | 185  | 8                      | D    | Date of Last Activity in GAPS           | The date GAPS last posted a transaction for the GAPS Award number.  | Valid date in CCYYMMDD format.  |                        |
| 186             | 200  | 15                     | A    | Unused                                  | Reserved for future expansion   | Constant spaces   |                        |
|                 |      | <b>200</b>             |      | <b>Total Record Length</b>              |   |   |                        |

## Electronic Statement Of Account Record – Detail

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name               | Description  | Valid Values   | Processing Notes/Edits |
|-----------------|------|------------------------|------|--------------------------|--|--|------------------------|
| First           | Last |                        |      |                          |  |  |                        |
| 1               | 1    | 1                      | A    | Record Indicator         | Indicates the record is summary or detail.   | Constant “D” = Detailed institution activity   |                        |
| 2               | 7    | 6                      | N    | Reporting Campus Pell-ID | Pell-ID of reporting campus  | Valid Pell-ID  |                        |
| 8               | 18   | 11                     | A/N  | Grantee DUNS Number      | Data Universal Numbering Scheme (DUNS) number assigned to the reporting institution. | Valid DUNS number.<br>Format = 999999999BB where 999999999 is a unique number and BB are blanks. |                        |
| 19              | 29   | 11                     | A    | Unused                   | Reserved for future expansion  | Constant spaces  |                        |

## Electronic Statement Of Account Record – Detail (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name        | Description   | Valid Values   | Processing Notes/Edits |
|-----------------|------|------------------------|------|-------------------|---|--|------------------------|
| First           | Last |                        |      |                   |   |  |                        |
| 30              | 45   | 16                     | A/N  | GAPS Award Number | Used to identify a unique funding for an institution. Comprised of the following fields =<br>PO Indicator<br>CFDA Number<br>CFDA Subprogram Id<br>Subprogram Fiscal Year<br>Sequence Number | Valid GAPS Award number.<br>Format = P063P<br>CCYYXXXX<br>Where<br>“P” = constant for PO Indicator<br>“063” = constant for CFDA Number<br>‘P/J/Q/R’ constant for CFDA Subprogram ID<br>P = Advance funded (Obligate only)<br>J = Just in Time (Obligate/Pay)<br>R = Reimbursement (Obligate/Pay)<br>Q = ACA (Obligate/Pay)<br>" " = 3 spaces<br><br>CCYY = Beginning year of school year pair ‘2002’.<br>XXXX = unique value for each funded institution |                        |

## Electronic Statement Of Account Record – Detail (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name        | Description  | Valid Values  | Processing Notes/Edits |
|-----------------|------|------------------------|------|-------------------|--|---|------------------------|
| First           | Last |                        |      |                   |  |   |                        |
| 46              | 53   | 8                      | D    | Transaction Date  | Effective date of accounting transaction sent to GAPS.               | Valid Date in CCYYMMDD format.  |                        |
| 54              | 54   | 1                      | A    | Sign Indicator    | Indicates whether the Adjustment Amount is an increase or a decrease | P = positive (Increase)<br>N = negative (Decrease)  |                        |
| 55              | 65   | 11                     | A/N  | Adjustment Amount | Amount of institution's adjustment batch.                            | Dollars and cents. Right justify, left zero fill; do not include the \$ sign or decimal point. Range = 00000000000 to 99999999999 |                        |
| 66              | 73   | 8                      | D    | GAPS Process Date | The date GAPS processed adjustment batch.                            | Valid date in CCYYMMDD format.  |                        |

## Electronic Statement Of Account Record – Detail (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                 | Description                              | Valid Values  | Processing Notes/Edits |
|-----------------|------|------------------------|------|----------------------------|--|---|------------------------|
| First           | Last |                        |      |                            |  |   |                        |
| 74              | 99   | 26                     | A/N  | Adjustment Batch ID        | Batch ID which generated the adjustment. | Format = CCYYXX999999CCYYMMDDHHMMSS where:<br>XX = #D = Disbursements<br>CCYY = End year of school year pair = '2003'<br>999999 = Reporting Pell ID<br>CCYYMMDD = date batch created<br>HHMMSS = time batch created |                        |
| 100             | 200  | 101                    | A    | Unused                     | Reserved for future expansion            | Constant spaces   |                        |
|                 |      | <b>200</b>             |      | <b>Total Record Length</b> |  |   |                        |

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# Electronic Statement of Account (ESOA) Print Format and Specifications

## Description

The Electronic Statement of Account (ESOA) details an institution's spending authorization and amount expended to date. This section provides a sample as specified in EDEExpress software.

## Output Specifications (Layout and Printing Instructions)

The ESOA report contains:

- Header - see Sample Output Document for correct header information
- Summary Information – see the following ESOA Print (Summary Information) table
- Detail Information – see the ESOA Detail Information table that follows the ESOA Print (Summary Information) table



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## Electronic Statement of Account (ESOA)

### ESOA Print (Summary Information)

This table of print specifications is used in EDEExpress software and is provided as an example.

| Row | Field Name in EDEExpress          | Printing Instructions  |
|-----|-----------------------------------|--|
| 1   |                                   | Print a blank row.   |
| 2   | Pell School Number                | Print the value for this field as defined on the Pell ESOA database table for the specified school.                                  |
| 3   | School Name                       | Print the value for this field associated with the Reporting Campus ID # as defined on the Pell institution database table.          |
| 4   | State                             | Print the value for this field associated with the Reporting Campus ID # as defined on the Pell institution database table.          |
| 5   | Grantee Duns Number               | Print the value for this field as defined on the Pell ESOA database table for the specified school.                                  |
| 6   | GAPS Award Number                 | Print the value for this field as defined on the Pell ESOA database table for the specified school.                                  |
| 7   |                                   | Print a blank row.   |
| 8   | Accounting Schedule               | Print the value for this field as defined on the Pell ESOA database table for the specified school                                   |
| 9   | Accounting Schedule Date          | Print the value for this field as defined on the Pell ESOA database table for the specified school. Print date in MM/DD/CCYY format. |
| 10  |                                   | Print a blank row.   |
| 11  | A. Previous Pell Grant Obligation | Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.          |
| 12  | Current Pell Grant Obligation     | Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.          |

## ESOA Print (Summary Information) (Continued)

| Row | Field Name in EDExpress                   | Printing Instructions  |
|-----|---|--|
| 13  | Adjustment (Increase + or Decrease -)     | Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount. Calculate Adjusted Obligation Amount as the absolute value of (Previous minus Current). If current is higher, print a "+" after the Adjustment amount; if the previous is higher, print a "-" after the Adjustment amount. |
| 14  |   | Print a blank row.   |
| 15  | B. Previous Pell Grant Obligation/Payment | Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.  |
| 16  | Current Pell Grant Obligation/Payment     | Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.  |
| 17  | Adjustment (Increase + or Decrease -)     | Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount. Calculate Adjusted Payment Amount as the absolute value of (Previous minus Current). If current is higher, print a "+" after the Adjustment amount; if the previous is higher, print a "-" after the Adjustment amount.    |
| 18  |   | Print a blank row.   |
| 19  | GAPS Drawdowns/Payments                   | Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.  |
| 20  | Date of Last Activity in GAPS             | Print the value for this field as defined on the Pell ESOA database table for the specified school. Print date in MM/DD/CCYY format.   |
| 21  |   | Print a blank row.   |
| 22  | YTD Total Unduplicated Recipients         | Print the value for this field as defined on the Pell ESOA database table for the specified school. Insert ','s if number is over 999. If spaces, leave blank.   |
| 23  | YTD Pell Accepted Disbursement Amount     | Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.  |
| 24  | YTD GAPS Posted Disbursement Amount       | Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.  |

**ESOA Print (Summary Information) (Continued)**

| Row | Field Name in EDEExpress                            | Printing Instructions   |
|-----|---|---|
| 25  | YTD Administrative Cost Allowance                   | Print the value for this field as defined on the Pell ESOA database table for the specified school Reformat dollar amount.  |
| 26  |   | Print a blank row.  |
| 27  | As of Batch ID                                      | Print the value for this field as defined on the Pell ESOA Summary database table for the specified school. Print format for batch # is :<br>XXCCYY123456CCYYMMDDHHMMSS |
| 28  |   | Print a blank row.  |
| 29  |   | Print a blank row.  |
| 30  | Section A values apply to "Obligate only" accounts. | Print Section A Notation as stated below:<br>Section A values apply to "Obligate only" accounts   |
| 31  | Section B values apply to "Obligate/Pay" accounts.  | Print Section B Notation as stated below:<br>Section B values apply to "Obligate/Pay" accounts  |

## ESOA Detail Information

| Row | Column    | Field Name in EDEExpress      | Printing Instructions  |
|-----|-----------|-------------------------------|--|
| 1   | N/A       | Blank Line                    | Print a blank line.  |
| 2   | N/A       | ESOA Detail Batch Information | Print the literal section label: 'ESOA<br>DETAIL BATCH INFORMATION'.   |
| 3   | N/A       | Blank Line                    | Print a blank line.  |
| 4-5 | 1         | Adjust Report Date            | Print the value for this field as defined on the Pell ESOA detail database table for the specified school. Print date in MM/DD/CCYY format.  |
| 5   | 2         | Adjust Amount                 | Print the value for this field as defined on the Pell ESOA detail database table for the specified school. Reformat dollar amount. If the DEBITCREDITFLAG on the ESOA Detail table is "P", print a "+" after the amount; if the flag is "N", print a "-" after the amount. |
| 4-5 | 3         | Adjust Process Date           | Print the value for this field as defined on the Pell ESOA detail database table for the specified school. Print date in MM/DD/CCYY format.  |
| 4   | 4, Line 1 | Adjust Batch #                | Print the value for this field as defined on the Pell ESOA detail database table for the specified school.   |
| 5   | 4, Line 2 | Adjust Description            | Print the literal value for this field as defined on the Pell ESOA detail database table for the specified institution.  |

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# Sample Output Document

## SUMMARY INFORMATION

Report Date: MM/DD/CCYY U.S. DEPARTMENT OF EDUCATION  
STUDENT FINANCIAL ASSISTANCE PROGRAMS  
Report Time: HH:MM:SS

2002-2003 Award Year  
FEDERAL PELL GRANT PROGRAM  
ELECTRONIC STATEMENT OF ACCOUNT

\*\*\*\*\*

PELL SCHOOL NUMBER 999999  
SCHOOL NAME XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
STATE XX  
GRANTEE DUNS NUMBER XXXXXXXXXXXX  
GAPS AWARD NUMBER XXXXXXXXXXXX

Accounting Schedule 999  
Accounting Schedule Date MM/DD/CCYY

A. Previous Pell Grant Obligation \$999,999,999.99  
Current Pell Grant Obligation \$999,999,999.99  
Adjustment (Increase + or Decrease -) \$099,999,999.99\*

B. Previous Pell Grant Obligation/Payment \$999,999,999.99  
Current Pell Grant Obligation/Payment \$999,999,999.99  
Adjustment (Increase + or Decrease -) \$099,999,999.99\*

GAPS Drawdowns/Payments \$999,999,999.99  
Date of Last Activity in GAPS MM/DD/CCYY

YTD Total Unduplicated Recipients 999,999  
YTD Pell Accepted Disbursement Amount \$999,999,999.99  
YTD GAPS Posted Disbursement Amount \$999,999,999.99  
YTD Administrative Cost Allowance \$999,999,999.99

As of Batch ID XXCCYY12345619990101123000

SECTION A VALUES APPLY TO "OBLIGATE ONLY".  
SECTION B VALUES APPLY TO "OBLIGATE/PAY ACCOUNTS".

**DETAILED INFORMATION (PAGE 2)**

Electronic Statement of Account Page: 2

ESOA DETAIL BATCH INFORMATION

| ADJUST<br>REPORT DATE | ADJUST AMOUNT     | ADJUST<br>PROCESS DATE | ADJUST BATCH #<br>ADJUST DESCRIPTION                |
|-----------------------|-------------------|------------------------|---|
| -----                 | -----             | -----                  | -----   |
| MM/DD/CCYY            | \$999,999,999.99* | MM/DD/CCYY             | XXCCYY12345619990101123000<br>XXXXXXXXXXXXXXXXXXXXX |
| MM/DD/CCYY            | \$999,999,999.99* | MM/DD/CCYY             | XXCCYY12345619990101123000<br>XXXXXXXXXXXXXXXXXXXXX |
| MM/DD/CCYY            | \$999,999,999.99* | MM/DD/CCYY             | XXCCYY12345619990101123000<br>XXXXXXXXXXXXXXXXXXXXX |
| MM/DD/CCYY            | \$999,999,999.99* | MM/DD/CCYY             | XXCCYY12345619990101123000<br>XXXXXXXXXXXXXXXXXXXXX |
| MM/DD/CCYY            | \$999,999,999.99* | MM/DD/CCYY             | XXCCYY12345619990101123000<br>XXXXXXXXXXXXXXXXXXXXX |
| MM/DD/CCYY            | \$999,999,999.99* | MM/DD/CCYY             | XXCCYY12345619990101123000<br>XXXXXXXXXXXXXXXXXXXXX |
| MM/DD/CCYY            | \$999,999,999.99* | MM/DD/CCYY             | XXCCYY12345619990101123000<br>XXXXXXXXXXXXXXXXXXXXX |

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## Electronic Data Requests

What's included:

- Data Requests: Multiple Reporting, Reconciliation, SOA, YTD
- Multiple Reporting Record Description
- Reconciliation File Description
- Year-to-Date Record (Origination) Description
- Year-to-Date Record (Disbursement) Description
- Year-to-Date Record (Summary) Description

Categories for the record layouts are as follows:

- **Start** – First position of the field.
- **End** – Last position of the field.
- **Length** – Sum of the positions assigned to a field.
- **Type** – Alpha (A) or Numeric (N) character that indicates the required value for the field.
- **Field Name** – General term that acknowledges the field.
- **Description** – Explanation that gives clear purpose of the use of the field.
- **Valid Values** – Predefined content that satisfies processing requirements to be used in the field. A “blank” listed as a valid value also indicates that the data element is not a required field. Elements other than those described will be rejected by the software.
- **Processing Notes/Edits** – Comments related to the process that merit attention.

## Data Requests: Multiple Reporting, Reconciliation, Statement of Account, YTD

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                         | Description   | Valid Values  | Processing Notes/Edits   |
|-----------------|------|------------------------|------|------------------------------------|---|---|--|
| First           | Last |                        |      |                                    |   |   |  |
| 1               | 6    | 6                      | N    | Requesting Attended Campus Pell-ID | Pell-ID campus on                                       | <i><b>This field is required.</b></i><br>Valid Pell-ID  | If all zeros are entered and the request is a Year-to-Date or Reconciliation request then a YTD or Reconciliation file will be generated for the reporting campus, contained in the Batch ID, and each attended campus associated with the reporting campus. A separate Year-to-Date or Reconciliation file will be generated for each Pell ID |
| 7               | 7    | 1                      | A    | Request Type                       | Code for data request type.                             | <i><b>This field is required.</b></i><br>M = Multiple Reporting<br>R = Reconciliation<br>S = Statement of Account<br>Y = Year-to-Date |  |
| 8               | 8    | 1                      | A    | Requested Output Media Type        | Code for type of media to use when sending output data. | E = Send output by Electronic File  |  |
| 9               | 34   | 26                     | A    | Unused                             | Reserved for future expansion                           | Constant spaces   |  |



## Data Requests: Multiple Reporting, Reconciliation, Statement of Account, YTD (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                        | Description   | Valid Values   | Processing Notes/Edits   |
|-----------------|------|------------------------|------|-----------------------------------|---|--|--|
| First           | Last |                        |      |                                   |   |  |  |
| 35              | 35   | 1                      | A    | Multiple Reporting Request Code 1 | Indicates the institution is requesting origination or disbursement information.                    | <i><b>This field is required.</b></i><br>O = Send origination information<br>D = Send disbursement information   |  |
| 36              | 36   | 1                      | A    | Multiple Reporting Request Code 2 | Indicates the institution is requesting by selected student, selected institution, or all students. | <i><b>This field is required.</b></i><br>A = Send list of other institutions for all students<br>S = Send other institution for students listed in record.<br>I = Send students for institution listed in record | There may be multiple detail records to accommodate the number of Student IDs or institution numbers listed for the attended campus institution. |
| 37              | 47   | 11                     | A    | Student ID                        | The Student SSN and Name code for which a MR is requested. Only required if MR Code 2 equals S.     | Blank or 001010001XX to 999999999XX where XX = Uppercase A to Z<br>, (period)<br>' (apostrophe)<br>- (dash)<br>Blank = no last name  | Must be non-blank MRR Code 2 equals S.   |
| 48              | 53   | 6                      | N    | MR Institution Pell-ID            | The institution code for which MR listings are requested. Only required if the MR Code 2 equals I.  | Blank or Valid Pell-ID   | Must be non-blank if MRR Code 2 equals I.  |

## Data Requests: Multiple Reporting, Reconciliation, Statement of Account, YTD (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name              | Description   | Valid Values  | Processing Notes/Edits |
|-----------------|------|------------------------|------|-------------------------|---|---|------------------------|
| First           | Last |                        |      |                         |   |   |                        |
| 54              | 76   | 23                     | A    | Origination ID          | The Origination ID for which a Year-to-Date is Requested.   | Format = 999999999XX20039999900<br>Where:<br>SSN = 001010001 to 999999 999<br>Name Code = XX<br>Year Indicator = 2003<br>Valid Attended PELL ID = 999999<br>Orig Sequence Number = 00 |                        |
| 77              | 85   | 9                      | A/N  | Student Current SSN     | Social Security Number, as altered by the student through the CPS for the Transaction number reported. This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing for this transaction. | Valid Social Security Number  |                        |
| 86              | 93   | 8                      | D    | Student's Date of Birth | The date of birth of the student for this transaction.  | Format: CCYYMMDD  |                        |

## Data Requests: Multiple Reporting, Reconciliation, Statement of Account, YTD (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                 | Description   | Valid Values                                      | Processing Notes/Edits |
|-----------------|------|------------------------|------|----------------------------|---|---|------------------------|
| First           | Last |                        |      |                            |   |   |                        |
| 94              | 109  | 16                     | A/N  | Student's Last Name        | The last name of the student for this transaction.      | A – Z, 0 – 9, period, apostrophe, hyphen or blank |                        |
| 110             | 121  | 12                     | A/N  | Student's First Name       | The first name of the student for this transaction.     | A – Z, 0 – 9 or blank                             |                        |
| 122             | 122  | 1                      | A    | Student's Middle Initial   | The middle initial of the student for this transaction. | A – Z or blank                                    |                        |
| 123             | 125  | 3                      | A    | Unused                     | Reserved for future expansion                           | Constant spaces                                   |                        |
|                 |      | <b>125</b>             |      | <b>Total Record Length</b> |   |   |                        |

## Data Request Acknowledgements: Multiple Reporting, Reconciliation, Statement of Account, YTD

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                         | Description  | Valid Values   | Processing Notes/Edits   |
|-----------------|------|------------------------|------|------------------------------------|--|--|--|
| First           | Last |                        |      |                                    |  |  |  |
| 1               | 6    | 6                      | N    | Requesting Attended Campus Pell-ID | Pell-ID campus   | Valid Pell-ID  | If all zeros are entered and the request is a Year-to-Date or Reconciliation request then a YTD or Reconciliation file will be generated for the reporting campus, contained in the Batch ID, and each attended campus associated with the reporting campus. A separate Year-to-Date or Reconciliation file will be generated for each Pell ID |
| 7               | 7    | 1                      | A    | Request Type                       | Code for data request type.  | M = Multiple Reporting<br>R = Reconciliation<br>S = Statement of Account<br>Y = Year-to-Date |  |
| 8               | 8    | 1                      | A    | Requested Output Media Type        | Code for type of media to use when sending output data.                          | E = Send output by Electronic file   |  |
| 9               | 34   | 26                     | A    | Unused                             | Reserved for Future Expansion  | Constant spaces  |  |
| 35              | 35   | 1                      | A    | Multiple Reporting Request Code 1  | Indicates the institution is requesting origination or disbursement information. | O = Send Origination information<br>D = Send Disbursement information                        |  |

## Data Request Acknowledgements: Multiple Reporting, Reconciliation, Statement of Account, YTD (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                        | Description   | Valid Values  | Processing Notes/Edits   |
|-----------------|------|------------------------|------|-----------------------------------|---|---|--|
| First           | Last |                        |      |                                   |   |   |  |
| 36              | 36   | 1                      | A    | Multiple Reporting Request Code 2 | Indicates the institution is requesting by selected student, selected institution, or all students. | A = Send list of other institutions for all students<br>S = Send other institution for students listed in record.<br>I = Send students for institution listed in record |  |
| 37              | 47   | 11                     | A    | Student ID                        | The Student SSN and Name code for which a MR is requested. Only required if MR Code 2 equals S.     | Blank or 001010001XX to 999999999XX where XX = Uppercase A to Z<br>. (period)<br>' (apostrophe)<br>- (dash)<br>Blank = no last name                                     |  |
| 48              | 53   | 6                      | N    | MR Institution Pell-ID            | The institution code for which MR listings are requested. Only required if the MR Code 2 equals I.  | Blank or Valid Pell-ID  | There may be multiple detail records to accommodate the number of Student IDs or institution numbers listed for the attended campus institution. |

## Data Request Acknowledgements: Multiple Reporting, Reconciliation, Statement of Account, YTD (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name         | Description   | Valid Values  | Processing Notes/Edits |
|-----------------|------|------------------------|------|--------------------|---|---|------------------------|
| First           | Last |                        |      |                    |   |   |                        |
| 54              | 76   | 23                     | A    | Origination ID     | The Origination ID for which a Year-to-Date is Requested.                                       | Format = 999999999XX20039<br>9999900<br>Where:<br>SSN = 001010001 to 999999999<br>Name Code = XX<br>Year Indicator = 2003<br>Valid Attended PELL ID = 999999<br>Orig Sequence Number = 00 |                        |
| 77              | 77   | 1                      | A    | Action Code        | Code to indicate action to be taken   | Valid Codes:<br>A: Accepted - all fields accepted<br>C: Corrected - one or more fields corrected<br>E: Rejected - record was rejected   |                        |
| 78              | 98   | 21                     | N    | Edit/Comment Codes | List of up to seven 3 digit comment codes which occurred during processing of the data request. | Comment format:<br>000 – 199<br>Position XX-XX: 1st comment code<br>Position XX-XX: 2nd comment code...<br>Position XX-XXX: 7th comment code  |                        |

## Data Request Acknowledgements: Multiple Reporting, Reconciliation, Statement of Account, YTD (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                 | Description   | Valid Values                                      | Processing Notes/Edits |
|-----------------|------|------------------------|------|----------------------------|---|---|------------------------|
| First           | Last |                        |      |                            |   |   |                        |
| 99              | 107  | 9                      | A/N  | Student Current SSN        | Social Security Number, as altered by the student through the CPS for the Transaction number reported. This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing for this transaction. | Valid Social Security Number                      |                        |
| 108             | 115  | 8                      | D    | Student's Date of Birth    | The date of birth of the student for this transaction.  | Format: CCYYMMDD                                  |                        |
| 116             | 131  | 16                     | A/N  | Student's Last Name        | The last name of the student for this transaction.  | A – Z, 0 – 9, period, apostrophe, hyphen or blank |                        |
| 132             | 143  | 12                     | A/N  | Student's First Name       | The first name of the student for this transaction.   | A – Z, 0 – 9 or blank                             |                        |
| 144             | 144  | 1                      | A    | Student's Middle Initial   | The middle initial of the student for this transaction.   | A – Z or blank                                    |                        |
| 145             | 150  | 6                      | A/N  | Unused                     | Reserved for future expansion   | Constant spaces                                   |                        |
|                 |      | <b>150</b>             |      | <b>Total Record Length</b> |   |   |                        |

## Multiple Reporting Record

| Field Positions |      | Length<br>(# of<br>Bytes) | Type | Field Name                        | Description  | Valid Values   | Processing Notes/Edits |
|-----------------|------|---------------------------|------|-----------------------------------|--|--|------------------------|
| First           | Last |                           |      |                                   |  |  |                        |
| 1               | 2    | 2                         | A    | Record Type                       | Code that indicates the reason the institution is receiving the record.  | RO = Originated Institution<br>RD = Disbursed Institution<br>RN = None found<br>CE = Concurrent Enrollment Institution<br>PB = Blocked Institution<br>PR = Blocker Institution<br>PU = Unblocked Institution<br>BC = Blocked and Concurrent Enrollment<br>RC = Blocker and Concurrent Enrollment |                        |
| 3               | 8    | 6                         | N    | Requesting Institution Pell-ID    | Pell-ID of the requesting attended campus of the student. Will be blank for concurrent enrollment and potential over award records.                        | Must be a valid Pell-ID assigned by the Department of Education. May be BLANK.   |                        |
| 9               | 9    | 1                         | A    | Multiple Reporting Request Code 1 | Indicates the institution is requesting origination or disbursement information. Will be blank for concurrent enrollment and potential over award records. | O = Send origination information<br>D = Send disbursement information<br>May be BLANK.   |                        |



## Multiple Reporting Record (Continued)

| Field Positions |      | Length<br>(# of<br>Bytes) | Type | Field Name                        | Description   | Valid Values   | Processing Notes/Edits |
|-----------------|------|---------------------------|------|-----------------------------------|---|--|------------------------|
| First           | Last |                           |      |                                   |   |  |                        |
| 10              | 10   | 1                         | A    | Multiple Reporting Request Code 2 | Indicates the institution is requesting by selected student, selected institution, or all students. Will be blank for concurrent enrollment and potential over award records. | A = Send list of other institutions for all students<br>S = Send list of other institutions for students listed in record.<br>I = Send student for institution listed in record<br>May be blank. |                        |
| 11              | 21   | 11                        | A    | MR Student ID                     | The Student SSN and Name code for which a MR is requested. Will be blank for concurrent enrollment and potential over award records.  | Blank or 001010001XX to 999999999XX where XX = Uppercase A to Z; . (period); ' (apostrophe); - (dash);<br>Blank = no last name   |                        |

## Multiple Reporting Record (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                          | Description   | Valid Values  | Processing Notes/Edits |
|-----------------|------|------------------------|------|-------------------------------------|---|---|------------------------|
| First           | Last |                        |      |                                     |   |   |                        |
| 22              | 27   | 6                      | N    | MR Institution Pell-ID              | The institution code for which MR are requested. Will be blank for concurrent enrollment and potential over award records.                                      | Valid Pell-ID. May be blank.  |                        |
| 28              | 36   | 9                      | N    | Student Original SSN                | Student's Original SSN from the origination record.   | 001010001 to 999999999  |                        |
| 37              | 38   | 2                      | A    | Original Name Code                  | Student's name code from the origination record.  | Uppercase A to Z; . (period); ' (apostrophe); - (dash)<br>Blank (no last name). |                        |
| 39              | 44   | 6                      | N    | Institution Pell-ID                 | Pell-ID of the attended campus of the student. Use the record type to interpret the relationship this institution has to the institution receiving this record. | Must be a valid Pell-ID assigned by the Department of Education.                |                        |
| 45              | 114  | 70                     | A/N  | Institution Name                    | The name of the institution.  |   |                        |
| 115             | 149  | 35                     | A/N  | Institution Street Address - Line 1 | The street or post office box address of institution.   |   |                        |
| 150             | 184  | 35                     | A/N  | Institution Street Address - Line 2 | The street or post office box address of institution.   |   |                        |
| 185             | 209  | 25                     | A/N  | Institution City                    | The city in which the institution is located.   |   |                        |

## Multiple Reporting Record (Continued)

| Field Positions |      | Length<br>(# of<br>Bytes) | Type | Field Name                             | Description  | Valid Values   | Processing Notes/Edits |
|-----------------|------|---------------------------|------|--|--|--|------------------------|
| First           | Last |                           |      |  |  |  |                        |
| 210             | 211  | 2                         | A    | Institution State                      | The two-character code assigned by the US Postal Service to the state or other entity in which the institution is located.   |  |                        |
| 212             | 220  | 9                         | A/N  | Zip Code                               | The zip code of the institution.   |  |                        |
| 221             | 250  | 30                        | A/N  | Financial Aid Administrator (FAA) Name | The full name of the institutional administrator officially responsible for the accuracy and completeness of the data, starting with first name, e.g., JOHN E DOE. | May include blanks and special characters.                                 |                        |
| 251             | 260  | 10                        | N    | FAA Telephone Number                   | The working phone number for the person indicated as FAA.  | Includes area code, but not parentheses or dashes.                         |                        |
| 261             | 270  | 10                        | A/N  | FAA Fax Number (Optional)              | The working fax number used by the person indicated as FAA.  | May be BLANK. Otherwise includes area code, but not parentheses or dashes. |                        |
| 271             | 320  | 50                        | A/N  | Internet Address                       | Internet address of an authorized official.  | May be BLANK.  |                        |

## Multiple Reporting Record (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                      | Description  | Valid Values                             | Processing Notes/Edits |
|-----------------|------|------------------------|------|---------------------------------|--|--|------------------------|
| First           | Last |                        |      |                                 |  |  |                        |
| 321             | 327  | 7                      | N    | Scheduled Federal Pell Grant    | Scheduled Federal Pell Grant for a student with this EFC and COA attended full-time for a full academic year | Range = 0000000 to AWARD AMOUNT MAX      |                        |
| 328             | 334  | 7                      | N    | Origination Award Amount        | Annual award amount supplied on the origination record.  | Range = 0000000 to AWARD AMOUNT MAX      |                        |
| 335             | 336  | 2                      | N    | Transaction Number              | Transaction number from the eligible SAR used to calculate the award.  | Range = 01 to 99                         |                        |
| 337             | 341  | 5                      | N    | Expected Family Contribution    | Amount of the student's Expected Family Contribution from the SAR used to calculate the award.               | Range = 00000 to EFC MAXIMUM             |                        |
| 342             | 349  | 8                      | D    | Enrollment Date                 | First date the student was enrolled in an eligible program for the award year.                               | CCYYMMDD<br>Range = 20020101 to 20030630 |                        |
| 350             | 357  | 8                      | D    | Origination Create Date         | Date the origination was created in the Pell Processor database.   | CCYYMMDD<br>Range = 20020401 to 20080930 |                        |
| 358             | 364  | 7                      | N    | Total of Disbursements Accepted | Total amount of all disbursements accepted by the Federal Pell Grant Program for the POP student.            | Range = 0000000 to AWARD AMOUNT MAX      |                        |

## Multiple Reporting Record (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                       | Description  | Valid Values  | Processing Notes/Edits |
|-----------------|------|------------------------|------|----------------------------------|--|---|------------------------|
| First           | Last |                        |      |                                  |  |   |                        |
| 365             | 372  | 8                      | D    | Last Activity Date               | Date of the last payment was received from the institution.  | Format = CCYYMMDD   |                        |
| 373             | 380  | 8                      | D    | Next Estimated Disbursement Date | Date of next estimated disbursement date.  | Blank or CCYYMMDD<br>Range = 20020101 to 20080930   |                        |
| 381             | 385  | 5                      | N    | Eligibility Used                 | The percentage of the student's eligibility used by the institution.   | Format = 000.00%<br>The last two digits represent less than 1 percent. Field does not include decimal point or %.   |                        |
| 386             | 395  | 10                     | N    | ED Use Flags                     | Flags that are set to inform institutions of modifications that have been made to their database and require immediate action to rectify | Format = 0000000000<br>Where:<br>Each digit signifies a different situation<br>1 <sup>st</sup> = Shared SAR ID<br>2 <sup>nd</sup> = Verification W Status<br>3 <sup>rd</sup> = Concurrent Enrollment<br>4 <sup>th</sup> = POP<br>5 <sup>th</sup> through 10 <sup>th</sup> = Reserved for future use . |                        |
| 396             | 411  | 16                     | A/N  | Student's Last Name              | The last name of the student.  | A to Z, 0 to 9, period, apostrophe, hyphen or blank   |                        |
| 412             | 423  | 12                     | A/N  | Student's First Name             | The first name of the student.   | A to Z, 0 to 9 or blank   |                        |
| 424             | 424  | 1                      | A    | Student's Middle Initial         | The middle initial of the student.   | A to Z or blank   |                        |

## Multiple Reporting Record (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                 | Description  | Valid Values   | Processing Notes/Edits |
|-----------------|------|------------------------|------|----------------------------|--|--|------------------------|
| First           | Last |                        |      |                            |  |  |                        |
| 425             | 432  | 8                      | D    | Student's Date of Birth    | The date of birth of the student.  | Format = CCYYMMDD                                    |                        |
| 433             | 441  | 9                      | A/N  | Student Current SSN        | Social Security Number, as altered by the student through the CPS for the Transaction number reported. This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing. | Valid Social Security Number or BLANK if not matched |                        |
| 442             | 450  | 9                      | A    | Unused                     | Reserved for future expansion  | Constant spaces                                      |                        |
|                 |      | <b>450</b>             |      | <b>Total Record Length</b> |  |  |                        |

## Reconciliation File

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name               | Description   | Valid Values  | Processing Notes/Edits |
|-----------------|------|------------------------|------|--------------------------|---|---|------------------------|
| First           | Last |                        |      |                          |   |   |                        |
| 1               | 16   | 16                     | A/N  | Student's Last Name      | The last name of the student.   | A to Z, 0 to 9, period, apostrophe, hyphen or blank   |                        |
| 17              | 28   | 12                     | A/N  | Student's First Name     | The first name of the student.  | A to Z, 0 to 9 or blank   |                        |
| 29              | 29   | 1                      | A    | Student's Middle Initial | The middle initial of the student.  | A to Z or blank   |                        |
| 30              | 52   | 23                     | A    | Origination ID           | The Origination ID of the student.  | Format = 999999999XX200399999900<br>Where:<br>SSN = 001010001 to 999999999<br>Name Code = XX<br>Year Indicator = 2003<br>Valid Attended PELL ID = 999999<br>Orig Sequence Number = 00 |                        |
| 53              | 61   | 9                      | A/N  | Student Current SSN      | Social Security Number, as altered by the student through the CPS for the Transaction number reported. This field equals the original SSN if the student has not changed SSN in the CPS | Valid Social Security Number or BLANK if not matched  |                        |
| 62              | 67   | 6                      | N    | Reported Campus Pell-ID  | Pell-ID of the reporting campus   | Valid Pell-ID   |                        |

## Reconciliation File (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                         | Description  | Valid Values  | Processing Notes/Edits   |
|-----------------|------|------------------------|------|------------------------------------|--|---|--|
| First           | Last |                        |      |                                    |  |   |  |
| 68              | 69   | 2                      | N    | Transaction Number                 | CPS-assigned Transaction number from the eligible SAR used to calculate the award.                           | Range = 01 to 99  |  |
| 70              | 74   | 5                      |      | Expected Family Contribution (EFC) | The EFC that corresponds to the transaction number.  | Range 00000 to EFC MAX  |  |
| 75              | 81   | 7                      | N    | Origination Award Amount           | Annual award amount supplied on the origination record.  | Range = 0000000 to AWARD AMOUNT MAX   |  |
| 82              | 86   | 5                      | N    | Scheduled Award Amount             | Scheduled Federal Pell Grant for a student with this EFC and COA attended full-time for a full academic year | Range = 00000 to AWARD AMOUNT MAX   |  |
| 87              | 93   | 7                      | N    | YTD Disbursement Amount            | Total of all the accepted Disbursement amounts for the student.  | 0000000 to 9999999.<br>The first five positions are the whole dollars and the last two positions are the cents. | If there are no disbursements at the Pell Processor or they have all been rejected then this amount will be 0. |
| 94              | 94   | 1                      | A    | Verification Status                | The verification status supplied on the origination record.  | V: Verified<br>W: Without Documentation<br>Or Blank   | Accept 'W' and 'V' or else set to blank for 2002 – 2003 and after.   |
| 95              | 95   | 1                      | A    | POP Flag                           | Flag set in origination record when a student is in a POP situation.   | Y or blank  |  |
| 96              | 100  | 5                      | A    | Unused                             | Reserved for future expansion  | Constant spaces   |  |
|                 |      | <b>100</b>             |      | <b>Total Record Length</b>         |  |   |  |



## Year-to-Date Record (Origination)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name              | Description  | Valid Values  | Processing Notes/Edits   |
|-----------------|------|------------------------|------|-------------------------|--|---|--|
| First           | Last |                        |      |                         |  |   |  |
| 1               | 1    | 1                      | A    | YTD Record Indicator    | Indicates if record is the YTD Origination, YTD Disbursement or Summary data.  | Constant: "O"   |  |
| 2               | 24   | 23                     | A/N  | Origination ID          | Unique number used to identify an origination  | Format = 999999999XX200399999900<br>Where:<br>SSN = 001010001 to 999999999<br>Name Code = XX<br>Year Indicator = 2003<br>Valid Pell- ID = 999999<br>Orig Sequence Number = 00 |  |
| 25              | 33   | 9                      | N    | Original SSN            | Student's SSN from original FAFSA  | 001010001 to 999999999  |  |
| 34              | 35   | 2                      | A    | Original Name Code      | Student's name code from original FAFSA  | Uppercase A to Z;<br>(period);<br>' (apostrophe);<br>- (dash);<br>BLANK = no last name  |  |
| 36              | 41   | 6                      | N    | Attended Campus Pell-ID | Pell-ID of campus attended. Change creates new origination record. Institution must change payment amounts for student at original attended campus as necessary. | Valid Pell-ID   | Identifier<br>Change creates new origination record. Institution must change payment amounts for student at original attended campus as necessary. |

## Year-to-Date Record (Origination) (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                                   | Description   | Valid Values  | Processing Notes/Edits |
|-----------------|------|------------------------|------|--|---|---|------------------------|
| First           | Last |                        |      |  |   |   |                        |
| 42              | 46   | 5                      | A/N  | Unused                                       | Reserved for future expansion   | Constant spaces   |                        |
| 47              | 59   | 13                     | A/N  | Origination Cross-Reference                  | This field can contain any cross-reference information useful to the institution to identify student records internally.                        | Institution defined   |                        |
| 60              | 60   | 1                      | A    | Action Code                                  | Code to indicate action to be taken   | Valid Codes:<br>A = Accepted - all fields accepted<br>C = Corrected - one or more fields corrected                    |                        |
| 61              | 61   | 1                      | A    | Unused                                       | Reserved for future expansion.  | Constant spaces   |                        |
| 62              | 68   | 7                      | N    | Accepted Award amount for entire school year | Must equal the award amount calculated by the institution to be disbursed to this student for attendance for this entire Pell Grant award year. | Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point.<br>Range: 0000000-MAX AWARD AMOUNT |                        |
| 69              | 76   | 8                      | N    | Accepted Estimated Disbursement Date #1      | Date 1st disbursement to student is estimated to be made.   | Format: CCYYMMDD<br>Range: N days prior to 20020621 – 20080930  |                        |
| 77              | 84   | 8                      | N    | Accepted Estimated Disbursement Date #2      | Date 2nd disbursement to student is estimated to be made.   | Format = CCYYMMDD<br>Range = [see field position 69 in this record] or BLANK  |                        |

## Year-to-Date Record (Origination) (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                               | Description  | Valid Values   | Processing Notes/Edits |
|-----------------|------|------------------------|------|--|--|--|------------------------|
| First           | Last |                        |      |  |  |  |                        |
| 85              | 92   | 8                      | N    | Accepted Estimated Disbursement Date #3  | Date 3rd disbursement to student is estimated to be made.  | Format = CCYYMMDD<br>Range = [see field position 69 in this record] or BLANK |                        |
| 93              | 100  | 8                      | N    | Accepted Estimated Disbursement Date #4  | Date 4th disbursement to student is estimated to be made.  | Format = CCYYMMDD<br>Range = [see field position 69 in this record] or BLANK |                        |
| 101             | 108  | 8                      | N    | Accepted Estimated Disbursement Date #5  | Date 5th disbursement to student is estimated to be made.  | Format = CCYYMMDD<br>Range = [see field position 69 in this record] or BLANK |                        |
| 109             | 116  | 8                      | N    | Accepted Estimated Disbursement Date #6  | Date 6th disbursement to student is estimated to be made.  | Format = CCYYMMDD<br>Range = [see field position 69 in this record] or BLANK |                        |
| 117             | 124  | 8                      | N    | Accepted Estimated Disbursement Date #7  | Date 7th disbursement to student is estimated to be made.  | Format = CCYYMMDD<br>Range = [see field position 69 in this record] or BLANK |                        |
| 125             | 132  | 8                      | N    | Accepted Estimated Disbursement Date #8  | Date 8th disbursement to student is estimated to be made.  | Format = CCYYMMDD<br>Range = [see field position 69 in this record] or BLANK |                        |
| 133             | 140  | 8                      | N    | Accepted Estimated Disbursement Date #9  | Date 9th disbursement to student is estimated to be made.  | Format = CCYYMMDD<br>Range = [see field position 69 in this record] or BLANK |                        |
| 141             | 148  | 8                      | N    | Accepted Estimated Disbursement Date #10 | Date 10th disbursement to student is estimated to be made. | Format = CCYYMMDD<br>Range = [see field position 69 in this record] or BLANK |                        |

## Year-to-Date Record (Origination) (Continued)

| Field Positions |      | Length<br>(# of<br>Bytes) | Type | Field Name  | Description  | Valid Values   | Processing<br>Notes/Edits |
|-----------------|------|---------------------------|------|---|--|--|---------------------------|
| First           | Last |                           |      |   |  |  |                           |
| 149             | 156  | 8                         | N    | Accepted<br>Estimated<br>Disbursement<br>Date #11 | Date 11th<br>disbursement to<br>student is<br>estimated to be<br>made. | Format = CCYYMMDD<br>Range = [see field<br>position 69 in this<br>record] or BLANK |                           |
| 157             | 164  | 8                         | N    | Accepted<br>Estimated<br>Disbursement<br>Date #12 | Date 12th<br>disbursement to<br>student is<br>estimated to be<br>made. | Format = CCYYMMDD<br>Range = [see field<br>position 69 in this<br>record] or BLANK |                           |
| 165             | 172  | 8                         | N    | Accepted<br>Estimated<br>Disbursement<br>Date #13 | Date 13th<br>disbursement to<br>student is<br>estimated to be<br>made. | Format = CCYYMMDD<br>Range = [see field<br>position 69 in this<br>record] or BLANK |                           |
| 173             | 180  | 8                         | N    | Accepted<br>Estimated<br>Disbursement<br>Date #14 | Date 14th<br>disbursement to<br>student is<br>estimated to be<br>made. | Format = CCYYMMDD<br>Range = [see field<br>position 69 in this<br>record] or BLANK |                           |
| 181             | 188  | 8                         | N    | Accepted<br>Estimated<br>Disbursement<br>Date #15 | Date 15th<br>disbursement to<br>student is<br>estimated to be<br>made. | Format = CCYYMMDD<br>Range = [see field<br>position 69 in this<br>record] or BLANK |                           |

## Year-to-Date Record (Origination) (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                         | Description   | Valid Values  | Processing Notes/Edits   |
|-----------------|------|------------------------|------|------------------------------------|---|---|--|
| First           | Last |                        |      |                                    |   |   |  |
| 189             | 196  | 8                      | D    | Accepted Enrollment Date           | First date that the student was enrolled in an eligible program for the designated school year. If the student enrolled in a crossover payment period before the first day of the Pell award year (July 1), but which will be paid from 2002-2003 funds, report the actual start date of the student's classes for that payment period. | CCYYMMDD =<br>Range = 20020101 to 20030630  |  |
| 197             | 197  | 1                      | A/N  | Accepted Low Tuition and Fees Flag | Flag to identify tuition ranges when the annual tuition is less than or equal to minimum defined by low tuition and fees table.   | Valid Values:<br>1 = 0<br>2 = 1-216<br>3 = 217-433<br>4 = 434-649<br>or<br>BLANK= low tuition doesn't apply |  |
| 198             | 198  | 1                      | A    | Accepted Verification Status Flag  | Status of verification of applicant data by the school.   | V: Verified<br>W: Without Documentation<br>Or Blank   | Accept 'W' and 'V' or else set to blank for 2002 – 2003 and after. |

## Year-to-Date Record (Origination) (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name   | Description  | Valid Values   | Processing Notes/Edits |
|-----------------|------|------------------------|------|--|--|--|------------------------|
| First           | Last |                        |      |  |  |  |                        |
| 199             | 199  | 1                      | A    | Accepted Incarcerated Federal Pell Recipient Code    | Code to indicate the student's incarcerated status for students incarcerated in local penal institutions, but are otherwise eligible to receive Federal Pell Grants. | BLANK = Not incarcerated<br>Y = Yes, the student is incarcerated in a local institution, but is otherwise eligible.<br>N = No, if student previously reported as incarcerated, but is not or is no longer incarcerated   |                        |
| 200             | 201  | 2                      | N    | Accepted Transaction Number                          | Transaction number from eligible SAR used to calculate award   | Must be numeric: 01 to 99  |                        |
| 202             | 206  | 5                      | N    | Accepted Expected Family Contribution (EFC)          | Must equal the student's Expected Family Contribution from the ISIR or SAR   | Range = 00000 to EFC MAXIMUM   |                        |
| 207             | 207  | 1                      | N    | Accepted Secondary Expected Family Contribution Code | Code indicating which EFC value is used to determine award amount  | O = Federal Pell Grant award previously based on the secondary EFC and reported to the Federal Pell Grant program; student's award now based on the original EFC.<br>S = Federal Pell Grant award based on the secondary EFC, as a calculated by the CPS.<br>OR BLANK if Secondary EFC not used. |                        |

## Year-to-Date Record (Origination) (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                   | Description   | Valid Values  | Processing Notes/Edits  |
|-----------------|------|------------------------|------|------------------------------|---|---|---|
| First           | Last |                        |      |                              |   |   |   |
| 208             | 208  | 1                      | N    | Accepted Academic Calendar   | Calendar which applies to this student's educational program.     | <i>This field is required.</i><br>1= Institution uses nonstandard academic terms, and measures academic progress by <u>credit hours</u><br>2=Institution uses standard <u>quarters</u> and measures academic progress by credit hours<br>3=Institution uses standard <u>semesters</u> and measures academic progress by credit hours<br>4=Insitution uses standard <u>trimesters</u> and measures academic progress by credit hours<br>5=Insitution measures academic progress by <u>clock hours</u><br>6=Institution does not use terms, but does measure academic progress by <u>credit hours</u> | The Academic calendar dictates which Payment Methodology can be accepted, and the data elements required to calculate the student's award. Refer to Pell Grant Calculations Appendix for acceptable combinations. |
| 209             | 209  | 1                      | N    | Accepted Payment Methodology | Formula used to calculate the student's Federal Pell Grant Award. | <i>This field is required.</i><br>Range: 1-5. See Pell Grant Calculations Appendix for regulations covering which Academic calendars may use each specific formula  | The Payment Methodology that can be accepted is dictated by the Academic calendar. Refer to the Pell Grant Calculations Appendix for the data elements required for each Payment Methodology.                     |

## Year-to-Date Record (Origination) (Continued)

| Field Positions |      | Length<br>(# of<br>Bytes) | Type | Field Name                  | Description  | Valid Values   | Processing<br>Notes/Edits  |
|-----------------|------|---------------------------|------|-----------------------------|--|--|--|
| First           | Last |                           |      |                             |  |  |  |
| 210             | 216  | 7                         | N    | Accepted Cost of Attendance | Must equal COA calculated by the institution following the Federal Pell Grant Payment regulations. | Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point.<br>Range = 0000000 to 9999999.  |  |
| 217             | 217  | 1                         | A    | Accepted Enrollment Status  | The student's enrollment status at the time you create or update the student record.               | Leave BLANK only if Payment Methodology is 4.<br><br>Range for Payment Methodologies 1, 2, 3, and 5:<br>1=Full-time<br>2=3/4-time<br>3=1/2-time<br>4=Less than 1/2-time<br>5=Enrollment status changed from one payment period to another, OR student attends more than the number of terms in a full academic year. | Used in award amount validation. See Pell Grant Calculations Appendix. |



## Year-to-Date Record (Origination) (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name   | Description  | Valid Values   | Processing Notes/Edits  |
|-----------------|------|------------------------|------|--|--|--|---|
| First           | Last |                        |      |  |  |  |   |
| 218             | 219  | 2                      | A    | Accepted Weeks of Instructional Time Used to Calculate Payment | <p>Total Number of weeks on instructional time provided by this student's Program of Study during a full academic year.</p> <p>PM2=Total number of weeks of instructional time in academic year for student's program of study (fall through spring terms).</p> <p>PM5 (academic calendars 1, 2, 3, 4) and PM3=Total number of weeks of instructional time in all terms in academic year for student's program of study</p> <p>PM5 (academic calendar 6) and PM4=The lesser of either (a) total number of weeks of instructional time for a full-time student to complete hours in student's program of study, or (b) total number of weeks of instructional time for a full-time student to complete hours in academic year for student's program of study.</p> | <p>Leave BLANK for Payment Methodology 1. Required for Payment Methodologies 2, 3, 4, or 5.</p> <p>Range for Payment Methodology 2: 00-29.</p> <p>Range for Payment Methodology 3, 4, 5: 00-78</p> | <p>School determines this value based on the time required for the majority of its full-time students to complete the program of student or the academic year for the program of study, not student by student. See Pell Grant Calculations Appendix.</p> |

## Year-to-Date Record (Origination) (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name  | Description   | Valid Values   | Processing Notes/Edits   |
|-----------------|------|------------------------|------|---|---|--|--|
| First           | Last |                        |      |   |   |  |  |
| 220             | 221  | 2                      | A    | Accepted Weeks of inst. time in Program's Definition of Academic Year | Total number of weeks of instructional time in the school's definition of a full academic year for this student's Program of Study.                             | Leave BLANK for Payment Methodology 1. Required for Payment Methodologies 2, 3, 4, or 5.<br><br>Range for Payment Methodologies 2, 3, 4, or 5: 30-78 |  |
| 222             | 225  | 4                      | A    | Accepted Cr/Clock Hrs in Award Year                                   | Total number of credit/clock hours in all payment periods institution expects this student to attend and be paid for during this Federal Pell Grant Award year. | BLANK for Academic calendars 1, 2, 3, and 4.<br><br>Ranges:<br>0000-3120 if Academic calendar = 5<br>0000-0100 if Academic calendar = 6              | Used in award amount validation. See Pell Grant Calculations Appendix. |

## Year-to-Date Record (Origination) (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name   | Description   | Valid Values   | Processing Notes/Edits   |
|-----------------|------|------------------------|------|--|---|--|--|
| First           | Last |                        |      |  |   |  |  |
| 226             | 229  | 4                      | A    | Accepted Cr/Clock Hours in this student's Program of Study's Academic Year | Total number of credit or clock hours in the school's definition of a full academic year for this student's Program of Study. | BLANK for Academic calendars 1, 2, 3, or 4.<br><br>Ranges:<br>0900-3120 if Academic calendar = 5<br>0024-0100 if Academic calendar = 6 | Used in award amount validation. See Pell Grant Calculations Appendix.<br><br>If invalid or BLANK, then correct to (in the order shown):<br>--Credit/Clock hours in the academic year for this student's program of study, if any;<br>--Credit/Clock hours in the academic year on file for Attended campus, if any;<br>--Credit/Clock hours in the academic year on file for Reporting campus, if any;<br>--0900 if Academic calendar=5;<br>0024 if Academic calendar=6;<br>--BLANK if supplied and not needed for Payment Methodology. |
| 230             | 232  | 3                      | A/N  | Institution Internal Sequence Number                                       | This is an internal sequence number the institution can define.   | Institutional defined  | No editing   |
| 233             | 251  | 19                     | A    | Unused   | Reserved for expansion  | Constant spaces  |  |

## Year-to-Date Record (Origination) (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                   | Description  | Valid Values   | Processing Notes/Edits |
|-----------------|------|------------------------|------|------------------------------|--|--|------------------------|
| First           | Last |                        |      |                              |  |  |                        |
| 252             | 256  | 5                      | N    | Scheduled Federal Pell Grant | Scheduled amount for a full time student.  | Range = 00000 to Maximum Award Amount                |                        |
| 257             | 272  | 16                     | A    | Student's Last Name          | The last name of the student for this CPS transaction.   | A – Z, 0 – 9, period, apostrophe, hyphen or blank    |                        |
| 273             | 284  | 12                     | A    | Student's First Name         | The first name of the student for this CPS transaction.  | A – Z, 0 – 9 or blank                                |                        |
| 285             | 285  | 1                      | A    | Student's Middle Initial     | The middle initial of the student for this CPS transaction.  | A – Z or blank                                       |                        |
| 286             | 294  | 9                      | A/N  | Student Current SSN          | Social Security Number, as altered by the student through the CPS for the Transaction number reported. This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing. | Valid Social Security Number or BLANK if not matched |                        |
| 295             | 302  | 8                      | D    | Student Date of Birth        | Date of birth of the student.  | Valid date of birth = CCYYMMDD                       |                        |

## Year-to-Date Record (Origination) (Continued)

| Field Positions |      | Length<br>(# of<br>Bytes) | Type | Field Name                            | Description   | Valid Values   | Processing<br>Notes/Edits |
|-----------------|------|---------------------------|------|---------------------------------------|---|--|---------------------------|
| First           | Last |                           |      |                                       |   |  |                           |
| 303             | 303  | 1                         | A    | CPS<br>Verification<br>Selection Code | Designates whether CPS selected the student for institutional verification of applicant data as of the Transaction number reported. | BLANK = Not selected by CPS for verification<br>* = Selected by CPS for Institution verification of applicant data   |                           |
| 304             | 310  | 7                         | N    | YTD<br>Disbursement<br>Amount         | The total of processed disbursements by the Pell Processor  | Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point.<br>Range = 0000000 to AWARD AMOUNT MAX  |                           |
| 311             | 336  | 26                        | A    | Batch ID                              | Number generated by the institution to uniquely identify a specific batch of records. Format for the batch ID is specified.         | Format =<br>CCYYXX999999<br>CCYYMMDDHH<br>MMSS<br>where:<br>XX = batch type code (alpha)<br>CCYY = last year in cycle = '2003'<br>999999 = Reporting Pell ID<br>CCYYMMDD = date batch created<br>HHMMSS = time batch created |                           |
| 337             | 344  | 8                         | D    | Process Date                          | Date this record (segment) was processed by the Federal Pell Grant program  | Format =<br>CCYYMMDD   |                           |
| 345             | 350  | 6                         | A    | Unused                                | Reserved for future expansion   | Constant spaces  |                           |
|                 |      | <b>350</b>                |      | <b>Total Record Length</b>            |   |  |                           |

## Year-to-Date Record (Disbursement)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                    | Description  | Valid Values   | Processing Notes/Edits   |
|-----------------|------|------------------------|------|-------------------------------|--|--|--|
| First           | Last |                        |      |                               |  |  |  |
| 1               | 1    | 1                      | A    | YTD Record Indicator          | Indicates if record is the YTD Origination, YTD Disbursement, or Summary data.   | Constant: "D"  |  |
| 2               | 24   | 23                     | A/N  | Origination ID                | Unique number used to identify the origination for which the disbursement is to be applied against.                      | Format = 999999999XX200399999900<br>Where:<br>SSN = 001010001 to 999999999<br>Name Code = XX<br>Year Indicator = 2003<br>Valid PELL ID = 999999<br>Orig Sequence Number = 00 | Identifier   |
| 25              | 37   | 13                     | A/N  | Disbursement Cross-Reference  | This field can contain any cross-reference information useful to the institution to identify student records internally. | Institution defined  | No editing   |
| 38              | 38   | 1                      | A    | Action Code                   | Code to indicate action to be taken  | A = Accepted - all fields accepted<br>C = Corrected - one or more fields corrected   |  |
| 39              | 40   | 2                      | N    | Disbursement Reference Number | Number of the disbursement per student for the Award Year  | Must be numeric: 01 to 99  | Identifier = 66 to 99 are Reserved for the Pell Processor system generated disbursements |

## Year-to-Date Record (Disbursement) (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                   | Description  | Valid Values  | Processing Notes/Edits   |
|-----------------|------|------------------------|------|------------------------------|--|---|--|
| First           | Last |                        |      |                              |  |   |  |
| 41              | 47   | 7                      | N    | Accepted Disbursement Amount | Amount of disbursement for student's payment period. If an adjustment, this value is a replacement amount.   | Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point.<br>Range = 00000 to Maximum for Award Year |  |
| 48              | 48   | 1                      | A    | Accepted Indicator Sign      | Indicates whether the Reported Disbursement Amount is an increase or a decrease to the total amount that has been disbursed to the student for the award year. | P = positive<br>N = negative  |  |
| 49              | 56   | 8                      | D    | Disbursement Date            | Date this disbursement was or will be made to the student.   | CCYYMMDD =<br>Range = 20020621 to 20080930  | Process Date must be within N days prior of disbursement date. |
| 57              | 57   | 1                      | N    | Unused                       | Reserved for future expansion  | Constant spaces   |  |
| 58              | 65   | 8                      | N    | Payment Period Start Date    | Beginning date of Payment Period   | CCYYMMDD =<br>Range = 20020101 to 20030630 or BLANK   | Field is required when an institution is ineligible.           |
| 66              | 103  | 38                     | A    | Unused                       | Reserved for future expansion  | Constant spaces   |  |

## Year-to-Date Record (Disbursement) (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name                 | Description  | Valid Values  | Processing Notes/Edits |
|-----------------|------|------------------------|------|----------------------------|--|---|------------------------|
| First           | Last |                        |      |                            |  |   |                        |
| 104             | 129  | 26                     | A/N  | Disbursement Batch ID      | Number generated by the institution to identify the batch of disbursement records. | Format = #DCCYY999999C<br>CYYMMDDHHM<br>MSS<br>where:<br>CCYY = last year in cycle = '2003'<br>999999 = Reporting PELL ID<br>CCYYMMDD = date batch created<br>HHMMSS = time batch created |                        |
| 130             | 350  | 221                    | A    | Unused                     | Reserved for future expansion  | Constant spaces   |                        |
|                 |      | <b>350</b>             |      | <b>Total Record Length</b> |  |   |                        |



## Year-to-Date Record (Summary)

| Field Positions |      | Length<br>(# of<br>Bytes) | Type | Field Name                    | Description   | Valid Values               | Processing<br>Notes/Edits |
|-----------------|------|---------------------------|------|-------------------------------|---|----------------------------|---------------------------|
| First           | Last |                           |      |                               |   |                            |                           |
| 1               | 1    | 1                         | A    | YTD Record Indicator          | Indicates if record is the YTD Origination, YTD Disbursement, or Summary data.                                  | Constant: "S"              |                           |
| 2               | 8    | 7                         | N    | Total Unduplicated Recipients | Provided by the Pell Processor. Year-to-Date number of unduplicated recipients for institution.                 | Range = 0000000 to 9999999 |                           |
| 9               | 15   | 7                         | N    | Total Originations            | Provided by the Pell Processor. Year -to-Date number of originations received for the institution.              | Range = 0000000 to 9999999 |                           |
| 16              | 22   | 7                         | N    | Originations Accepted         | Provided by the Pell Processor. Year-to-Date number of originations received and accepted for the institution.  | Range = 0000000 to 9999999 |                           |
| 23              | 29   | 7                         | N    | Originations Corrected        | Provided by the Pell Processor. Year-to-Date number of originations received and corrected for the institution. | Range = 0000000 to 9999999 |                           |
| 30              | 36   | 7                         | N    | Originations Rejected         | Provided by the Pell Processor. Year-to-Date number of originations received and rejected for the institution.  | Range = 0000000 to 9999999 |                           |
| 37              | 43   | 7                         | N    | Total Disbursements           | Provided by the Pell Processor. Year-to-Date number of Disbursements received for the institution.              | Range = 0000000 to 9999999 |                           |

## Year-to-Date Record (Summary) (Continued)

| Field Positions |      | Length<br>(# of Bytes) | Type | Field Name              | Description  | Valid Values                        | Processing Notes/Edits |
|-----------------|------|------------------------|------|-------------------------|--|-------------------------------------|------------------------|
| First           | Last |                        |      |                         |  |                                     |                        |
| 44              | 50   | 7                      | N    | Disbursements Accepted  | Provided by the Pell Processor. Year-to-Date number of Disbursements received and accepted for the institution.                  | Range = 0000000 to 9999999          |                        |
| 51              | 57   | 7                      | N    | Disbursements Corrected | Provided by the Pell Processor. Year-to-Date number of Disbursements received and corrected for the institution.                 | Range = 0000000 to 9999999          |                        |
| 58              | 64   | 7                      | N    | Disbursements Rejected  | Provided by the Pell Processor. Year-to-Date number of Disbursements and rejected for the institution.                           | Range = 0000000 to 9999999          |                        |
| 65              | 67   | 3                      | N    | Comment Code XXX        | Comment code number.   | Range = 000 to 999 or Blank         |                        |
| 68              | 74   | 7                      | N    | Comment Code XXX Count  | Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank |                        |
| 75              | 77   | 3                      | N    | Comment Code XXX        | Comment code number.   | Range = 000 to 999 or Blank         |                        |

## Year-to-Date Record (Summary) (Continued)

| Field Positions |      | Length<br>(# of<br>Bytes) | Type | Field Name                | Description  | Valid Values                        | Processing<br>Notes/Edits |
|-----------------|------|---------------------------|------|---------------------------|--|-------------------------------------|---------------------------|
| First           | Last |                           |      |                           |  |                                     |                           |
| 78              | 84   | 7                         | N    | Comment Code<br>XXX Count | Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank |                           |
| 85              | 87   | 3                         | N    | Comment Code<br>XXX       | Comment code number  | Range = 000 to 999 or Blank         |                           |
| 88              | 94   | 7                         | N    | Comment Code<br>XXX Count | Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank |                           |
| 95              | 97   | 3                         | N    | Comment Code<br>XXX       | Comment code number  | Range = 000 to 999 or Blank         |                           |
| 98              | 104  | 7                         | N    | Comment Code<br>XXX Count | Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank |                           |
| 105             | 107  | 3                         | N    | Comment Code<br>XXX       | Comment code number  | Range = 000 to 999 or Blank         |                           |
| 108             | 114  | 7                         | N    | Comment Code<br>XXX Count | Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank |                           |
| 115             | 117  | 3                         | N    | Comment Code<br>XXX       | Comment code number  | Range = 000 to 999 or Blank         |                           |

## Year-to-Date Record (Summary) (Continued)

| Field Positions |      | Length<br>(# of<br>Bytes) | Type | Field Name                | Description  | Valid Values                        | Processing<br>Notes/Edits |
|-----------------|------|---------------------------|------|---------------------------|--|-------------------------------------|---------------------------|
| First           | Last |                           |      |                           |  |                                     |                           |
| 118             | 124  | 7                         | N    | Comment Code<br>XXX Count | Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank |                           |
| 125             | 127  | 3                         | N    | Comment Code<br>XXX       | Comment code number  | Range = 000 to 999 or Blank         |                           |
| 128             | 134  | 7                         | N    | Comment Code<br>XXX Count | Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank |                           |
| 135             | 137  | 3                         | N    | Comment Code<br>XXX       | Comment code number  | Range = 000 to 999 or Blank         |                           |
| 138             | 144  | 7                         | N    | Comment Code<br>XXX Count | Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank |                           |
| 145             | 147  | 3                         | N    | Comment Code<br>XXX       | Comment code number  | Range = 000 to 999 or Blank         |                           |

## Year-to-Date Record (Summary) (Continued)

| Field Positions |      | Length<br>(# of<br>Bytes) | Type | Field Name                 | Description  | Valid Values                        | Processing<br>Notes/Edits |
|-----------------|------|---------------------------|------|----------------------------|--|-------------------------------------|---------------------------|
| First           | Last |                           |      |                            |  |                                     |                           |
| 148             | 154  | 7                         | N    | Comment Code<br>XXX Count  | Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank |                           |
| 155             | 157  | 3                         | N    | Comment Code<br>XXX        | Comment code number  | Range = 000 to 999 or Blank         |                           |
| 158             | 164  | 7                         | N    | Comment Code<br>XXX Count  | Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank |                           |
| 165             | 350  | 186                       | A    | Unused                     | Reserved for future expansion  | Constant spaces                     |                           |
|                 |      | <b>350</b>                |      | <b>Total Record Length</b> |  |                                     |                           |